



Job Description

Domestic Abuse Practitioner (DAP) Service Co-ordinator

Kirklees Better Outcomes Partnership

Hours: 28 hours per week

Salary: £30,151 per annum (£22,816.97 pro rata)

Contract: 31st March 2031

Based at: WomenCentre, Huddersfield

WomenCentre are pleased to have a new exciting role for a Domestic Abuse Practitioner (DAP) Service Co-ordinator as part of the Kirklees Better Outcomes Partnership (KBOP). In this role you will be responsible for co-ordinating all aspects of the WomenCentre DAP service.

Primary Objectives/Main purpose of the Role:

- To work closely with the DAP Service Manager and ensure the effective delivery of the service to meet the needs of domestic abuse victims in Kirklees.
- To co-ordinate the day to day operations of the WomenCentre DAP service.
- To oversee the day to day activities of the domestic abuse practitioners to ensure that they are working effectively and efficiently to achieve the best outcomes for those they work with and keep individuals safe from harm.
- To manage a small case load ensuring each client receives the appropriate service individual to their needs
- To promote awareness of the service across Kirklees.
- To work closely with the Service Manager to contribute to monitoring, reporting and evaluation of the service.

Service Delivery

- To ensure service users are treated in a consistent, fair, trauma informed and empowering manner and to promote user participation in the running of the service
- To respond to day to day queries about the DAP service.
- To work collaboratively with all agencies including partners in the Kirklees Better Outcome Partnership to ensure the best possible service is delivered to people impacted by domestic abuse, identifying gaps and working in a trauma informed, solution focused way to address them.
- To ensure risk assessments are completed and reviewed as needed.
- To liaise with the Service Manager regarding any safeguarding concerns.
- To work closely with the Service Manager to develop the DAP service which includes identifying gaps in referrals, barriers to engagement and putting measures in place to ensure the service is accessible to all victims of domestic abuse regardless of their ethnicity, sexuality, gender and all other protected characteristics.



- To ensure that all staff and volunteers are empowered to develop their skills and knowledge and are treated fairly and consistently.
- To work alongside the Service Manager to ensure the effective operation of the service ensuring that all resources, assets and monies are always properly accounted for.

Staff Support

- To participate in the recruitment, selection and induction of DAP workers.
- To support DAP workers with induction, development and ongoing training opportunities.
- To work closely with the Service Manager to follow and implement capability or disciplinary procedures if/when required.

General

- To participate in line management supervision and external clinical supervision sessions.
- To raise personal learning and development needs with the Service Manager and undertake training as required to increase knowledge, skills and awareness.
- To always maintain confidentiality and professional boundaries.
- To work in accordance with WomenCentre Policies and Procedures particularly with regard to Health and Safety, Safeguarding adults, children, young people and Public Protection.
- To participate in KBOP Team and Kirklees operational meetings.
- To undertake other related duties required by the Service Manager or Senior Leadership Team.
- To keep up to date with national and local government decision, policy and agendas pertinent to domestic abuse.

Supervision Received from:

Line management supervision from the WomenCentre DAP Service Manager
Group Clinical Supervision from an external independent supervisor

Responsibility for Assets

The post holder will have access to confidential and sensitive information and to equipment holding it.

Internal Contacts

Staff, Volunteers, Board of Directors, Service Users, Children.

External Contacts

Local voluntary and statutory organisations, KBOP partners and Managers, members of the public and children.

Appointment is subject to a satisfactory DBS check