



## Job Description

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<b>Job Title</b>	Outreach Team Leader, West Berkshire
<b>Responsible to</b>	Outreach Operations Manager
<b>Direct reports</b>	Outreach Workers (x2); CAAS Worker (x1)
<b>Working pattern</b>	30-37.5 hours – flexible working can be considered

As a BWA Team Leader your job will be to provide high quality support, risk assessment, information and advocacy to clients who have experienced domestic abuse, as well as providing line management oversight to members of the outreach team. Your role is to empower our clients, keeping the safety of them and their children central to our interventions. We are looking for an individual who is able to work in a fast-paced environment, is committed to building strong relationships with a wide range of professional agencies and is able to provide a robust contribution to maintaining and delivering a high quality service.

### What will you do?

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1. Work as part of the outreach team, BWA staff, volunteers and colleagues to provide outreach support, group facilitation and professional training.
2. Work in partnership with voluntary and statutory organisations, maintaining good working relationships with external agencies and keeping up to date with local resources and services available to clients.
3. Provide supervision and line management to outreach staff, undertaking regular case management to ensure all referrals are allocated and progressed appropriately and all clients receive a high quality and equitable service.
4. Contribute to BWA's attendance at MARAC and MATAC meetings, reviewing MARAC referrals from your team and ensuring these are uploaded in a timely manner, monitoring the need to refer to MARAC during case management and case discussions with your team.
5. Ensure that any safeguarding issues for children or vulnerable adults are raised immediately with BWA management as per BWA policies.
6. Meet or speak on the telephone with those experiencing domestic abuse to provide support and information, providing a full initial assessment to clients to identify and address their needs.

7. Provide appropriate crisis support to outreach clients, completing in-depth assessments of risk and undertaking high quality safety and support planning, signposting and referring clients to external agencies and other specialist services as required.
8. Attend meetings as and when necessary to support clients with Child Protection processes, housing needs or the criminal and civil justice systems.
9. Co-facilitate group work sessions with colleagues on a rolling basis, ensuring confidentiality forms are signed, administrative procedures are maintained and feedback is collected at the end of each programme.
10. Undertake Independent Domestic Violence Advocate (IDVA) training, subject to BWA funding, to enhance your practice and continuing professional development.
11. Maintain accurate records in line with BWA procedures regarding all aspects of service delivery for monitoring and other purposes, including detailed case management records and the collation of statistics for quarterly reporting.
12. Co-facilitate the delivery of training to professionals across the areas BWA cover.
13. Support the BWA Triage Worker and Helpline roles if required, take calls and provide confidential advice, risk assessment and safety planning, helping to arrange safe accommodation and transport for clients and their children where necessary.
14. Publicise the work of BWA, delivering training to professionals on the range of BWA's service and ensuring other organisations know how to refer to BWA.
15. Be an active member of the team, helping to cover the work of the team during absences, vacancies or when a colleague is under pressure, and liaising and coordinating with colleagues to provide an effective and cohesive service for clients. Share previous experience, skills and knowledge which may be relevant to the team in providing its service
16. Keep up to date on local and national changes and best practice when supporting clients and issues that affect them.
17. Ensure that the needs of all outreach clients are respected, especially those who face barriers to accessing services because of ethnicity, sexuality, disability or other hard to reach groups.
18. Work within and support BWA's policies and procedures, including maintaining confidentiality and professional boundaries across all of your work.
19. Be the voice of the clients and children we represent by ensuring that their experiences are accurately reflected and that complaints are dealt with via the BWA complaints policy.

**This list is a guide to the tasks of the role not exhaustive. We need someone in this role to respond flexibly to the needs of our services to survivors.**

Person Specification	Essential or Desirable	Assessment Method*
<ul style="list-style-type: none"> <li>• Good standard of general education</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Full clean drivers licence and access to a car</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Experience of providing direct emotional and welfare support to people at time of crisis.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Experiencing of reviewing risks with survivors of domestic abuse and devising safety plans</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Evidence of the ability to build and develop supportive, professional relationships with individuals in crisis to enable them to plan and set realistic and achievable goals</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Evidence of the ability to work with individuals from all backgrounds, including an understanding of how to provide services appropriate to diverse client groups e.g. Black, Asian and Minoritised Communities and LGBT+ clients</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Knowledge of the impact of all forms of domestic abuse on survivors and their children, including honour-based abuse, forced marriage and FGM</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Able to work with a range of stakeholders to develop professional working relationships to support clients.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Experience of working within Safeguarding Children &amp; Adult procedures</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Recent knowledge of legislation relating to survivors of all forms of domestic abuse.</li> </ul>	D	A/I

<ul style="list-style-type: none"> <li>• Knowledge of processes relevant to those accessing support including knowledge of the civil and criminal justice system, welfare and benefits, housing, immigration and safeguarding processes.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of line management, provision of supervision and case management, and performance management.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of delivering and facilitating groups</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of delivering training to a range of professionals</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Be able to communicate to a diverse audience and to be understood.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Be calm and deal with pressured situations enabling you to plan and prioritise work.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Be a team player and be able to seek support and guidance when necessary.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office and other caseworking software.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Be committed to the work of BWA, putting the survivor at the centre of services and empowering them to rebuild their lives free from abuse.</li> </ul>	E	I

**\*Assessment method:**

A: Application      I: Interview

**Notes**



- 1) This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.
- 2) Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.