

Role Title	Violence Against Women and Girls Team Manager
Job Family	Strategy, Change and Communities
Competency Level	Manager
Pay Scale	PO6
Purpose	
The London Borough of Waltham Forest has over the last five years embedded an innovative response to violence against women and girls (VAWG) that is unique amongst local authorities. Our response is based on the belief that VAWG is not inevitable and that an effective response to VAWG should actively involve the Council, residents, businesses, schools, third sector organisations and all others living, working or studying in the borough. The Council's VAWG Team acts as lead in this partnership approach, in which we aim to disrupt misogyny, support survivors, raise awareness of all forms of VAWG and where/how to access specialist support, and support systems change to improve professional responses to VAWG. The postholder will provide operational and strategic leadership to the VAWG Team, working alongside the VAWG Service Manager, who is the Council's VAWG lead. They will oversee the day-to-day work of a small but dedicated team of VAWG Prevention Workers, Project Managers, Safeguarding Panels Co-ordinator, and at times Social Work students. They will provide guidance, planning oversight and ongoing review for all community-based work carried out by the VAWG Team including school-based prevention work; training for professionals and for VAWG Community Champions; community in-reach activities; case consultations; and other work areas as required. We are looking for a self-motivated person with experience of managing/co-ordinating teams and considerable knowledge and experience of working with both survivors and perpetrators of VAWG. The VAWG Team Manager will be based with the VAWG Team in Leytonstone Library, and it is expected that they will work from the office a minimum of three days per week.	
Generic Accountabilities	End Results/Outcomes
Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered.	The service is delivered to the quality, Council, professional and legislative standards required. Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements. Corporate strategies are effectively implemented within area of responsibility. Service delivers excellent customer service.
Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues,	Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.

managers and partner organisations.	Responses to major corporate or partner initiatives / complex operational issues are managed effectively. Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management. Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.
Ensure the development and delivery of continuous improvements in all aspects of the service.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff. The team is highly competent, effective, motivated and outcomes focussed. Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales. Effective team meetings take place to required timescales. Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	Resources including, equipment, people, and systems are utilised optimally and efficiently. Budgets are planned, developed and delivered. Value for money is maximised. Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales. Evidence based recommendations are made.
Ensure the successful implementation of health and safety legislation, policies and practices.	Risks to staff and others are assessed and managed. Suitable health and safety instruction and training are provided. There is a safe working environment.

Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job-specific Accountabilities	End Results/Outcomes
Team management	Provide the staff team with day-to-day management and ongoing, monthly 1:1 supervision with each direct report Carry out six monthly and annual reviews/appraisals as required Provide professional guidance and emotional support to team members, ensuring a team ethos in which self-care is promoted and modelled
Engage with operational services, stakeholders and partners to ensure commitment to improving service delivery through effective team management	Work alongside partner agencies in Waltham Forest including specialist VAWG providers, Police, Probation, Family Hubs, CGL, health services, and Council teams to promote best practice responses to VAWG Take a leading role in multi-agency professionals' meetings, forums, and other safeguarding panels/meetings, to provide VAWG specialist knowledge in best practice responses to both survivors and perpetrators
Provide VAWG expertise and advice	Represent the VAWG Team and provide VAWG expert input and advice at panels and meetings including Domestic Abuse Related Death Review panels, the Domestic Abuse Perpetrator Panel, and others as required Provide specialist VAWG training to professionals and communities
Provide regular monitoring reports	Provide and present written and verbal reports to the VAWG Strategic Board and other senior panels as requested
Oversee updating and supply of VAWG Team resources	Liaise with printers and designers to ensure all VAWG Team printed resources are available and up to date
Represent the Council's VAWG work	Attend internal and external events, conferences and meetings as the VAWG Team's representative. For example, at MOPAC VAWG Co-ordinator Forums, community events for 16 Days of Activism, conferences and others

Explore opportunities for development and expansion of the work of the VAWG Team	Work with the VAWG Service Manager to identify and strategically respond to opportunities for the VAWG Team to become involved in additional work areas, within existing resourcing and capacity
Commitment to continued professional development	Engage in supervision with the VAWG Services Manager Attend training identified as necessary for this role
Nature of Contacts	
Frequent contact with Heads of Service, and senior representatives from external organisations in both the public and private sector, providing expert advice, guidance and support on complex issues Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments High levels of tact, sensitivity and diplomacy is required	
Procedural Context	
Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation. Control the deployment and allocation of service resources within overall corporate and legislative framework. Accountable for the performance of the service area against agreed objectives. Develop service plan for area of responsibility and contribute to term wider service planning. Professionally accountable for interventions within area of responsibility. Manage complex issues within a framework of policy and procedures. Creative and innovative problem solving of complex issues, often in situations where there is ambiguity, and a significant degree of judgement is required in relation to risks outside the remit of existing policy. Think and act strategically in decision making in a complex professional and political environment. Development of policies and procedures and strategy for own area. Lead in partnership development, working with a range of agencies and extended services to meet strategic, legislative and Government policy requirements. Occasionally the post will be expected to work from other locations. Post holder will oversee operational decisions. Post holder will normally report into Head of Service.	
Key Facts and Figures	
Delegated responsibility for project budgets. Monitoring and controlling major financial transactions /information. Effectively control significant budgets / resources. Manage teams of staff.	

Resourcing

Budget Responsibilities: 158k for communications campaign and resourcing schools training delivery.

Supervisory Responsibilities: Operational and/or clinical supervision of Prevention & Support Officers, Prevention & Intervention Officers and a trainer.

Knowledge, Skills and Experience

Knowledge

- A good understanding of all forms of VAWG
- An understanding of how violence and abuse disproportionately affect women and girls and how VAWG is both a cause and a consequence of gender inequality and a manifestation of misogyny
- An understanding of best practice professional responses to survivors and perpetrators of all forms of VAWG

Skills

- Strong organisation skills and an ability to develop a consistent, systematic approach
- Ability to use own initiative and work independently
- Ability to build robust and effective relationships with community settings
- Effective communication skills including the confidence to communicate in writing and verbally in a variety of settings and at various meetings and forums

Experience

- Experience managing and supervising teams
- Experience carrying out either community work or frontline VAWG work
- Experience producing monitoring reports and data
- Experience delivering and/or developing training and awareness-raising

Indicative qualifications

Educated to degree level or equivalent standard

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction

with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.