

## **Job Description: E-FIP Project Manager**

**JOB TITLE:** E-FIP MANAGER

**RESPONSIBLE TO:** CHIEF EXECUTIVE OFFICER

**RESPONSIBLE FOR:** WOMEN'S SAFETY WORKER

CHILDREN AND YOUNG PEOPLE'S OFFICER

PERPETRATOR PROGRAMME FACILITATES X 3

**PURPOSE OF JOB:** Managing the day to day functions of the Early-Family Intervention Programme (E-FIP)

Ensuring effective communication and joint working between the women's' safety worker, the perpetrator facilitates and the children and young people's officers  
To assist in promoting and maintaining effective employee relations In conjunction with the CEO to undertake a strategic role in the planning and delivery of services

### **Roles and Responsibilities**

- To take full responsibility for the co-ordination and management of the E-FIP project within Carmarthenshire and other parts of south Wales
- To facilitate the setting up and Management of the Steering Group
- To line manage four staff members
- To oversee the monitoring and evaluation process
- To report to the CEO on the progress on E-FIP
- To manage the E-FIP programme
- To take an active part (when time management allows it) in the delivery in the perpetrator programme and the mediation sessions

**Hours – 35 hours per week**

**£28,127-£30,311 p.a.**

**Location: Any venue within Carmarthenshire or at times other parts of south Wales**

## Key Functions:

### **Client work and liaison.**

1. To Project Manager the Early Family Intervention Programme (E-FIP)
2. To conduct when required violence prevention work with men in a way that shows an understanding of domestic violence and its effects on women
3. To be the lead and support staff to deliver a structured violence prevention programme for men who have been abusive towards an (ex) partner.
4. Support and manage the accreditation of the RESPECT programme to be delivered within E-FIP.
5. To support and oversee staff to conduct appointment-based assessments with potential clients to assess their suitability for the violence prevention programme based on E-FIP's aims and criteria, submitting reports to court, social services and other agencies as necessary.
6. To conduct meetings with clients and other professionals as necessary.
7. To be responsible for the planning and allocation of the work of the team, individuals and self.
8. To be responsible for the evaluation of the work undertaken by the team, individuals and self.
9. Contribution must be made to the planning, allocation and evaluation of work in order to respond to the criminogenic needs of offenders in more systematic, organised and focussed ways.
10. The contribution to initiating improvements and making effective use of resources. As far as possible, supervision should be based upon practice which research has found to increase the likelihood of effectiveness.
11. Frame potential responses for the supervision of or contact with offenders
12. Complex judgements may have to be made about assessing the level of risk, establishing motivation and willingness to comply, and balancing the needs of the individual against the safety and concerns of victims and the community. The E-FIP Co-ordinator must contribute to the identification and evaluation of resources available to meet the needs identified in the assessment – this should include research evidence, knowledge of the effectiveness of different types of supervision and the availability of partnerships and other community sources.
13. Assess offence and offending behaviour in the light of all the circumstances, using the required assessment framework and give advice to staff.
14. Complex judgements may have to be made about assessing the level of risk, establishing motivation and willingness to comply, and balancing the needs of the individual against the safety and concerns of victims and the community.
15. Manage accredited programmes
16. Manage the supervision of offenders in the community according to effective practice principles and to National Standards including RESPECT standards.
17. Require compliance with orders and licences. Enforce orders according to National Standards. Effective Practice is about systematic interventions and planned programmes of work of various types that can be delivered in a group or to one person.

Effective practice requires that every aspect of supervision contributes to the achievement of the planned outcome. Effective practice programmes will be accredited nationally and monitored locally. The quality and integrity of work is the professional responsibility of each officer.)

18. To liaise with other agencies as appropriate, attending core group and case conferences as required, and being co-located alongside other professionals to offer consultation and other support as a DV specialist.
19. To take part in casework meetings with other E-FIP workers about the progress of men and issues from work with women in order to ensure that women and children's safety remains at the forefront of E-FIP's work.
20. To implement actions agreed in casework discussions.
21. To deliver presentations, training events or workshops about the work of E-FIP.
22. To representing E-FIP as required at meetings, seminars and conferences.
23. Undertake training for the delivery of the E-FIP and RESPECT Programme
24. Deliver any other externally validated evidence-based programmes designed to reduce the likelihood of re-offending by domestic violence perpetrators.
25. Ensure staff manage the group in a way that ensures that all participants can learn.
26. Participate in domestic violence perpetrators' E-FIP programme reviews with the Director.

### **Staff, Sessional Workers and Volunteers**

1. Providing day to day support, advice and back up to sessional workers and/or volunteers.
2. Assisting and supporting sessional workers/volunteers working within the E-FIP programme.
3. Assisting in recruitment, selection and training of sessional workers/volunteers.

### **Administration**

1. To assist with collecting information needed for monitoring purposes and keep up to date records on Threshold's Case Management System.
2. Maintaining up to date information on legal, housing and welfare issues relevant to domestic violence.
3. Producing statistical and other reports on work done with men to meet the requirements of funders and the Director and Board of Trustees and co-operating in the on-going evaluation of E-FIP's services.
4. To oversee the maintenance of appropriate client records.
5. To undertake evaluation questionnaires with women and men using the E - F I P service.
6. Maintaining financial records for the E-FIP Programme.

## Other

1. Attending, facilitating and contributing to regular team meetings.
2. Attending line management sessions as requested and to provide information on client work, service delivery and organisational issues to the Director.
3. To implement decisions agreed made in line management and Board of Trustees meetings
4. Attending and actively participating in Clinical Supervision regularly and implementing learning from these into practice.
5. Participating in development policy, strategies and working practices of E-FIP by attending meetings and giving feedback as appropriate to others doing this work.
6. Actively participating in local Domestic Violence Forums, and other related groups/forums.
7. Assisting with general cover of the E-FIP office.
8. Conducting all work in a way that reflects the aims and principles of E-FIP, in particular E-FIP 's policies on Equal Opportunities and Confidentiality.
9. To keep up to date with domestic violence issues and participate in relevant training as required.
10. Undertaking other duties as reasonably requested.
11. Contribute to effective team practice.
12. Contribute to maintaining effective working relationships within the team, across the Service and with staff in other agencies.
13. Provide support for colleagues of all grades within the team.
14. Effective service delivery means working with Probation Officers, other Probation Service Officers and administrative staff in the team, as well as with colleagues across the Service and on a Multi-Agency basis

## **PERSONAL SPEC**

### **1 - Experience**

#### ***Essential:***

1. Experience of providing one-to-one counselling, or group work with men.
2. Experience of co-facilitating groups.
3. At least three years' experience of managing staff
4. Experience of managing own work load and related admin.
5. Experience of liaising with social workers or other professionals from a range of statutory and voluntary agencies.

#### ***Desirable:***

1. Experience of working with men on the issues of violence and abuse towards women.
2. Experience in a related area, e.g. substance misuse, child protection, family support.
3. Experience of delivering training or briefings on DV or related issues to professionals

### **2. - Knowledge**

#### ***Essential:***

1. An understanding of the nature of domestic violence and its effects on women and children.
2. An understanding of why men use abusive behaviours towards women in relationships and the range of models used in addressing this behaviour.
3. An understanding of risk factors in perpetrators of domestic violence

#### ***Desirable:***

1. An understanding of the criminal justice system in relation to domestic violence and the other legal options available to women experiencing domestic abuse.
2. An understanding of the child protection system.

### **3- Skills**

#### ***Essential:***

1. The ability to communicate clearly with a range of people both over the telephone and in person, sometimes over sensitive and / or complex issues.
2. The ability to organise your own work load and use your own initiative.
3. The ability to work as part of a team.
4. The ability to manage your own administration be able to use a computer, particularly word processing packages and databases, and to maintain effective administrative systems.
5. The ability to line manager five + members of staff

#### ***Desirable:***

Skills in group work, or the ability to develop these skills.

### **4- Attitude**

#### ***Essential:***

1. Demonstrate an understanding of Anti-Discriminatory Practice in employment and service delivery and a commitment to implementing Anti-Discriminatory Practice in relation to job responsibilities.
2. Demonstrate an understanding of and a commitment to work in accordance with the Confidentiality and Equal Opportunities Policies of the organisation.
3. Demonstrate an understanding of and commitment to work in accordance with the objectives and principles of the E-FiP programme.
4. Demonstrate a willingness to work within an organisation which works both with male perpetrators of and with women who have experienced domestic violence.
5. Willingness and ability to work flexibly and to work evening.

