

Hertfordshire Sunflower Domestic Abuse Champions Network



Recruitment Information

Herts Sunflower Domestic Abuse Champions Network

Introduction:

The Sunflower Champions Network underpins the efforts of the Hertfordshire Domestic Abuse Partnership to work in a coordinated and consistent manner across frontline service delivery, develop training and awareness, raise public confidence and create better opportunities.

Operating as a 'Hub' of coordinated services and responses, the Sunflower Partnership and Network includes; the Sunflower Domestic Abuse Champions Network, the Herts Sunflower website, the Sunflower Drop-ins, the Hertfordshire Domestic Abuse Helpline, and the local domestic abuse forum.

The purpose of this recruitment pack is to provide an outline for the selection of candidates for the role of 'Domestic Abuse Champion' and the ongoing support from the partnership along with responsibilities of individual Champions, their respective agencies and line managers.

Contents

- Advertisement
- Role profiles and expectations: Champions and agency/line manager
- Application and Recruitment process
- Service Level Agreement
- Induction and training

Herts Sunflower Domestic Abuse Champions Network



Are you committed and enthusiastic about tackling domestic abuse?

Are you a team player who enjoys helping their colleagues?

Could you be a lead for information about domestic abuse?

Would you enjoy connecting with our Network to make a difference?

If this sounds like you, please let us know via the Recruitment Form within this pack

In return for your dedication we will provide you with training and support to fulfill this rewarding role.

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Champion's Role Profile

Herts Sunflower Champions Network is made up of enthusiastic and dedicated volunteers will promote the Hertfordshire Domestic Abuse Strategy and the Herts Sunflower Domestic Abuse Champions Network. As part of their day-to-day role you will be expected to fulfil the responsibilities set out below:

Champions Responsibilities:

- to act as a contact person for colleagues – but not to take responsibility for and case manage domestic abuse cases;
- to take an active role in coordinating and delivering domestic abuse awareness training within their agency, and assist in the delivery within their locality as part of a 'trained trainer' approach;
- to ensure that domestic abuse information is available and referral to support pathways is clear and accessible;
- to ensure that colleagues are aware of the Champions Network, their role in it and how to contact them;
- to ensure information i.e. leaflets and posters are displayed in all areas;
- to attend annual Champions networking and updating events;
- to have an understanding of the role and any impact on their current job – as agreed with their line manager.
- to commit to at least one year as champion
- commit to attend a minimum two days training within 12 months

Skills and experience

Champions will ideally have the following skills and experience:

- Knowledge of domestic abuse and its impact on children, adults and the wider community;
- Understanding of the role of agencies in identifying and responding to the needs of children, adults and communities affected by domestic abuse;
- Good communication and listening skills;
- Experience of working with colleagues to resolve problems;
- Understanding of confidentiality and safeguarding issues.

Benefits for a Champion

You will benefit from

- updates around government legislation
- confidence building
- personnel development
- peer support from a network of champions
- skills to advise and support other
- monthly updates via new letters
- refresher training
- access to pathways into local services

Agency and Managers responsibilities

The role of the Domestic Abuse Champion will need to be incorporated as part of any day-to-day role profile. Therefore all Champions will need to be fully supported by their agency / organisation and provided with capacity to undertake the responsibilities outlined above within the context of their role profile.

A service level agreement will be authorised by each agency.

Benefits of having a Champion in your team / organisation:

- Instant access to expert advice on domestic abuse
- Improved awareness of domestic abuse
- Greater confidence in identifying and responding to domestic abuse
- Energised practice
- Improved support for people using your services
- Improved productivity
- Opportunity to identify key issues, themes and patterns
- Promoting peer support and knowledge sharing

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The wellbeing of our champions is paramount; the role may invoke a range of emotions and sensitivities. Therefore before any expression of interest is completed and submitted all candidates are advised to consider their own health and well-being and be confident that it is safe to continue.

All interested frontline professionals are asked to complete and submit the form below in order to be considered for the Champion's role.

Candidates: It is imperative that the role and expectations are fully discussed, understood and agreed with the line manager and agency. Any expression of interest submitted without clear and explicit support and agreement shall not be progressed.

Agency / Line Managers: It is imperative that full commitment to the Champions Network (as per the Service Level Agreement) is given, along with provision of ongoing support and supervision to allow any candidate to fulfill the Champion's role whilst keeping themselves safe. By signing the expression of interest you are providing assurances that the applicant will be provided with opportunity to act as Champion within their day-to-day role.

All champions will be expected to have a current DBS if not please speak to your line manager.

Expression of Interest

If you wish to complete the form electronically click [here](#)

Monitoring form click [here](#)

Application Form – DA Champion	
Name:	
Job role:	
Organisation:	
Contact details: (work address, telephone no. and email)	
Managers Name:	
Job role:	
Contact details: (work address telephone no. and email)	
Please use this space to tell us why you want to be a champion and what skills and experience you have – as outlined in the role profile:	

<p>Do you have the support of your manager? Yes/No</p> <p>If no, please explain why not:</p> <p>If yes, please ask Manager to sign here:</p> <p>Managers signature:</p> <p>Managers name (please print):</p>
<p>Please return this completed form to:</p> <p>Sarah.Taylor@Hertfordshire.gov.uk</p>



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Selection criteria

When completing an expression of interest, each candidate must ensure the criteria detailed below are clearly demonstrated.

Candidate selection criteria			
Candidate name			
Has the application form been completed?	Yes	No	<p>If yes, complete process.</p> <p>If no, withdraw application and feedback to applicant.</p>
Has the applicant been supported by their manager?	Yes	No	<p>If yes, complete process.</p> <p>If no, contact applicant to discuss role and the need for their manager's support.</p>
<p>Has the applicant demonstrated:</p> <p>(use the column on the right to detail how you've reached your decision)</p>			
Knowledge of domestic abuse and its impact on children, adults and the wider community;	Yes	No	



Understanding of the role of agencies in identifying and responding to the needs of children, adults and communities affected by domestic abuse;	Yes	No	
Good communication and listening skills;	Yes	No	
Experience of working with colleagues to resolve problems;	Yes	No	



Understanding of confidentiality and safeguarding issues.	Yes	No	
<p>List any particular skills you have such as:</p> <ul style="list-style-type: none"> • Mental Health • Interpretation language skills • Sign Language • Makaton • Drug and Alcohol • Learning Disability • Children Services • Family Services • HBV, FGM or FM <p>(please note the above are examples only you may have skill not listed above please do include)</p>			

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Service Level Agreement

Agency / Manager Responsibilities

As the agency / line manager, I will:

- nominate enthusiastic individuals who will take up this role
- ensure that adequate time is allowed within the demands of their day to day role to meet the requirements of this role
- ensure that adequate time away from their normal role will be given for training and network sessions. Domestic Abuse Champions are required to attend at least one network meeting a year
- support any ongoing cascade of training to their agency around domestic abuse awareness
- allow the Domestic Abuse Champion to be used as an 'in house' lead on domestic abuse and recognise the impact it may have on that person and their workload
- support and encourage the Domestic Abuse Champion with their new responsibilities
- provide on-going supervision and support to ensure the health and well-being of Domestic Abuse Champions is maintained.
- Notify the Partnerships Manager, Domestic Abuse and the Sunflower Hub Manager immediately of any organisational or individual changes that impact on a Champion's capacity to continue.

Confidentiality

As the line manager you are responsible to adhere to your organisation's confidentiality policy and procedure and ensure all champions are up to date with their organisation's policy and procedures.

Domestic Abuse Champion Responsibilities

As a Domestic Abuse Champion, I will:

- ensure I am fully aware of the likely effects of the role and its responsibilities on my current job
- ensure I keep up to date and access information on referral sources and support
- ensure the security of the Champion's database
- ensure my colleagues are aware of the Champions Network, my role within it, how to contact me and the location of the resource manual
- cascade training in relation to domestic abuse and keep a record of those trained
- ensure information i.e. leaflets and posters, are displayed in all areas
- attend networking and updating sessions
- be open to the idea of being trained to train colleagues and partners
- hold the contact phone numbers for any support groups in my locality, or know where to find them
- complete the HSCB and HSAB safeguarding training

- complete any HSCB and HSAB online Domestic Abuse Awareness training

Confidentiality

As the champion for domestic abuse it is your responsibility to adhere to your organisation's confidentiality policy and procedure and to ensure you are up to date with the current policy and procedures.

Applicant's name:

Applicant's signature:

Date:

Line Manager's name

Line manager's signature

Date:

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Training

Training is coordinated and delivered in partnership with local leading voluntary sector specialist organisations, primarily Safer Places.

Domestic Abuse Champions will receive training as detailed below, and develop champions' knowledge and confidence in:

What is domestic abuse?

How do I support my colleagues to complete a DASH Risk Indicator Checklist?

How do I support my colleagues to refer to MARAC?

What service pathways are available?

The content of this course will be tiered and include, but not be limited to, the following, utilising both theory and practical based learning

- The role of the Domestic Abuse Champion
- What is domestic abuse
- Prevalence of domestic abuse – international, national and local
- Understanding Coercive, controlling and threatening behaviours Indicators of Domestic Abuse
- 'Leaving' film (short award winning drama by Social Film Drama)
- Dynamics and continuum of domestic abuse – recognising signs and forms, impact and context, and intersectionality
- The Five Stages - cycle of change
- Breaking the cycle of domestic abuse
- Understanding why victims stay
- Perpetrators – identifying and responding
- The direct and in-direct impact of domestic abuse on children and young people – and factors that may indicate future development and influence of abusive behaviours/cycles
- Risk identification, assessment and management, including understanding of the Domestic Abuse, Stalking and Honour Based Abuse Risk Identification Checklist (DASH)
- Safety Planning
- Information sharing and confidentiality – handling disclosure/asking the question
- Support systems / pathways – Multi Agency Risk Assessment Conferences, Multi Agency Public Protection Arrangements, Child Protection
- Enforcement/prevention tools – Domestic Violence Protection Notice /Domestic Violence Public Order/Clare's law
- Support available in Hertfordshire - Support services; local / national
- Herts Sunflower website and Champion training and support