



JOB DESCRIPTION: SDVC Co-ordinator

Employing Agency:

Job Title: Specialist Domestic Violence Court (SDVC) Co-ordinator

Responsible to:

Responsible for:

Grade: NJC Scale

Salary:

Pension: Employer's contribution of

Leave Entitlement:

Working Hours:

Work Location:

Job Purpose:

1. To be responsible for co-ordinating and developing the partnership of the Specialist Domestic Violence Court held atMagistrates' Court, at an operational level within the court areas of the boroughs / county / district of as part of the local and national remits for a co-ordinated response to domestic violence.
2. To maintain and develop good communication and working relationships with staff at all levels in partner organisations and in any other local domestic violence initiatives, necessary to fulfil the aims of the partnership.
3. To conduct all duties in line with an anti-discriminatory and equal opportunity practice.
4. To be proactive in identifying and resolving difficulties within the partnership.
5. To develop and strengthen multi-agency relationships and ensure agency accountability is maintained.

All the following duties to be carried out in line with:

- The *employing agency's* Equal Opportunities Policy
- The *employing agency's* Confidentiality Agreement
- The *employing agency's or multi-agency* Information Sharing Protocol

and in a way which respects at all times:

- The independence of each individual agency participating in the project, whether from the statutory or the voluntary sector, and their status as equal partners in the project
- The key principles, which guide and inform the project (survivors' and children's safety; offender accountability; giving a clear message that domestic violence is a crime which will not be tolerated in our community)

Main duties:

1. To attend the SDVC each week to coordinate partner agencies; record case results; maintain case file system and SDVC resources; greet and deal with observers/visitors to the court; monitor practice within the SDVC to ensure that the protocol is adhered to; record practice in the SDVC and produce a weekly observation summary to agreed template, sending this report to partner agencies each week.
2. To work closely with partner agencies at court on cases, intervening and assisting when necessary to ensure that the protocol and best practice is followed.
3. To convene the SDVC Steering Group and produce the Terms of Reference for the group to take forward into the operational SDVC Court Management Group. Monthly meetings working towards bi-monthly or quarterly as agreed with the partner agencies.
4. To convene and service the Court Management Group (produce agenda, minutes and reports, including the quarterly SDVC observation summary - written and verbal).
5. To raise issues arising from SDVC practice and procedure and follow up matters identified at the Court Management Group meetings or with the Chair as appropriate.
6. To convene and service the Domestic Violence Victim/Witness Support Group (produce agenda, minutes and reports - written and verbal).
7. To raise issues arising from SDVC practice and procedures and follow up matters identified at the Domestic Violence Witness Support Group (DVWSG) meetings with the Court Management Group.
8. To ensure that Court Management Group and DVWSG members and relevant senior officers in member agencies are kept fully informed of the discussions and decisions taken by each group.
9. To work closely with the Data Development and Tracking Officer regarding data collection, presentation and reviewing data, *or* to identify and agree data collection criteria based on the experience already gained in the field by Standing Together Against Domestic Violence (STADV).
10. To be responsible for developing and maintaining the protocols with member agencies of the SDVC, using the templates for protocols and procedures developed by STADV.
11. To be responsible for developing any specific procedural based agreements with member agencies.
12. To ensure that key stakeholders are fully informed of the project's work.
13. To ensure representation and full participation by partner agencies from agencies in the boroughs / county / districts serving the SDVC at the Magistrates' Court.
14. To update and maintain resource materials in relation to the SDVC.
15. Contribute to the annual review of the SDVC.

Related inter-agency work:

1. To represent the SDVC partnership at the local Domestic Violence Forum, and other local forums as appropriate.
2. To give presentations and talks in consultation with partners.
3. To participate in the provision of relevant training programmes as appropriate.
4. Keep paper records related to the coordinated response up to date.
5. To identify and distribute new resources to partner agencies and the team as appropriate.
6. To participate in sharing experience with other partnerships and agencies out of area.