



DAHA Training and Project Officer Job Description

EMPLOYING AGENCY:	Standing Together Against Domestic Abuse
RESPONSIBLE TO:	Domestic Abuse Housing Alliance (DAHA) Manager, Standing Together with operational oversight by DAHA founding partners (Peabody and Gentoo)
RESPONSIBLE FOR:	Supporting the DAHA team with training administration and other project work including accreditations, DAHA membership and other related activities
WORK LOCATION:	Remote working initially during Covid 19 Restrictions. Standing Together Office – Hammersmith, London, with some national travel including some overnight stays
CONTRACT:	6 months to cover a secondment. Possibility of extension if further funding secured.
WORKING HOURS:	35 hours per week

OVERVIEW OF POST

This post will work as part of a small team who are working with social housing providers to acquire DAHA accreditation. Our main activities include:

- Offering support to acquire DAHA accreditation via a team of Development Managers, our online toolkit and workshops;
- Training deliveries for housing providers;

- We are also at an exciting juncture of establishing DAHA as a membership body for social housing providers.

This post will support the above activities and will be line managed by a DAHA Manager. The post holder will work closely alongside the DAHA team at Standing Together.

They will be part of a wider housing team that includes project staff delivering the Whole Housing Approach in three pilot sites. And with project staff delivering a Housing First and Homelessness service in London.

BACKGROUND

The Domestic Abuse Housing Alliance (DAHA) is a partnership between Standing Together Against Domestic Abuse, Peabody, and Gentoo Group. A key mission is to improve the social housing sector's response to domestic abuse through the introduction and adoption of an established set of standards and an accreditation process.

DAHA accreditation standards have 8 priority areas including policy & procedure, case management, risk management, partnership working, perpetrator management, inclusivity & accessibility, staff training and publicity & awareness.

To promote our standards and support social housing providers operating across the UK with acquiring accreditation, we offer:

- Support from a DAHA Development Manager to effectively implement the accreditation standards.
- Workshops on each priority area
- A free online toolkit to enable housing providers to self-assess what work is needed to achieve accreditation and includes free templates and resources for each priority area.

DAHA accreditation is valid for 3 years after which point housing providers can seek a renewal assessment to maintain the DAHA accreditation mark.

MAIN PURPOSE OF POST

- To ensure the DAHA accreditation process is scheduled and runs smoothly. This will entail coordinating with housing providers and the senior roles within DAHA who will be conducting the DAHA accreditations and administering the DAHA website and toolkit.

- To be responsible for DAHA's training administration and coordination of the Safe at Home training programme.
- To support the DAHA team with introducing and sustaining a membership offer for housing providers.
- To support the DAHA team in other administrative tasks and project activities as required.

DUTIES AND KEY RESPONSIBILITIES

To ensure the DAHA accreditation process is scheduled and runs smoothly. This will entail coordinating with housing providers and the senior roles within DAHA who will be conducting the DAHA accreditations and administering the DAHA website and toolkit.

- Working closely with DAHA Development Managers for overall coordination of DAHA accreditation assessments.
- Keeping up to date records of contacts and providers progress through accreditation. This includes logging accreditation sign ups, liaising with the finance team about invoice payments and prompting Development Managers about any upcoming assessments and reaccreditations.
- Maintaining and managing the DAHA website and accreditation toolkit. This includes adding updates and new content, monitoring search engine analytics and traffic to the website, and being a point of contact with our web developers.

To be responsible for DAHA's training administration and coordination of the Safe at Home training programme.

- Managing all bookings received and scheduling dates.
- Overseeing communications with housing providers and learners.
- Allocating trainers from our pool of associates and members of the DAHA team.
- Maintaining records including a training log and tracking learner participation
- Collating and analysing training evaluation feedback and working with the team and associates to make continuous developments to the training courses.

To support the DAHA team with introducing and sustaining a membership offer for housing providers. Please note that the following responsibilities are required on a temporary basis until we recruit a Membership Officer.

- Supporting membership administration, including updating a database of contacts, sign ups and invoicing.

- Supporting the DAHA team with communications with members, including recruiting and welcoming new members
- Developing our membership offer, including the production of resources and event planning.

To ensure that the DAHA team are supported in the scheduling and the administration of DAHA related workshops, training and events.

- Working closely with DAHA Development Managers to plan workshop delivery across the UK
- Liaising with housing providers to locate venues for workshops, training and other DAHA related events
- Responding to enquiries relating to workshops, training and events
- Managing delegate bookings
- Maintaining a record of workshop, training and event activities
- Producing promotion and publicity for DAHA workshop and events

To support the DAHA team in other administrative tasks and project activities as required.

- Assisting in the preparation of reports.
- Supporting with meeting preparation and minute taking.
- Researching and creating written communication and presentations.
- Assisting with event planning, including setting up online webinars.

GENERAL RESPONSIBILITIES

- To attend and participate in staff and housing team meetings. For housing team meetings, includes sharing in chairing and minute taking by rota.
- Supporting the wider Standing Together team with administration tasks as required such as minute taking and other administrative duties.
- Sharing information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues.
- Active participation in the Standing Together team linking individual project learnings with the wider organisation and sharing in responsibilities such as training, attendance at external meetings, etc.
- To self-manage your workload administration e.g. typing, photocopying etc.

Accountability to DAHA Manager

- To keep the DAHA Manager advised about progress at all times and participate in monthly supervision and annual appraisals.

- To work to the milestones and time scale agreed with the DAHA Manager on behalf of Standing Together and the DAHA founders.
- To undertake any other tasks as requested by the DAHA Manager or founders.

All these duties to be carried out in line with:

- The Standing Together Equal Opportunities Policy
- The Standing Together Confidentiality Agreement
- The Standing Together Information Sharing Protocol
- The Standing Together Safeguarding Policy

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; clear messages that domestic abuse is a crime which will not be tolerated in our community)