



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Domestic Abuse and Violence Against Women and Girls (VAWG) Officer	Role Profile Number: SBC_11532
Grade: N Grade	Date Prepared: 09/08/2022
Directorate/Group: Stronger & Safer Communities, Integrated Communities and Partnerships, Community Safety Team	Reporting to: Lead for Domestic Abuse and Violence Against Women and Girls (VAWG)
Structure Chart attached:	No

Job Purpose

The DA and VAWG Officer will support the development and delivery of high-quality partnership mechanisms to implement the Domestic Abuse and VAWG strategies, as required by the DA and VAWG Boards and statutory guidance. This includes ensuring compliance with the Domestic Abuse Act 2021 and contributing to the Community Safety Partnership (CSP) strategy. The role also involves leading community awareness campaigns, supporting survivor engagement, and coordinating multi-agency responses to DA and VAWG.

Key Accountabilities

Multi-Agency Coordination & Support

- Act as the Single Point of Contact (SPOC) for MATAAC (Multi-Agency Tasking and Coordination), managing referrals, providing specialist advice, and coordinating research, meetings, and follow-ups.
- Act as the Single Point of Contact (SPOC) for MARAC (Multi-Agency Risk Assessment Conference), managing referrals, supporting risk assessments, and submitting data to Safe Lives and the Safeguarding Partnership.
- Assist with the administration and coordination of Domestic Homicide Reviews (DHRs), ensuring appropriate management of referrals, liaising with families, and coordinating panel meetings and action tracking.
- Work with Wiltshire Police, voluntary organisations, schools, and community groups to strengthen partnership responses to DA and VAWG.

- Support the implementation of pilot projects as agreed by the DA Board, VAWG Board, Exploitation Board, and CSP Executive Board.

Victim & Survivor Engagement

- Establish and maintain a Victim/Survivor Forum to ensure continuous service improvement through lived experience feedback.
- Capture the authentic voice of survivors to inform the co-production of services and contribute to Strategic Needs Assessments.
- Ensure survivor experiences are embedded in commissioning and procurement decisions.

Training, Awareness & Policy Development

- Assist in raising awareness, delivering workshops, and sharing best practices around DA and VAWG.
- Lead on the development of VAWG prevention strategies, ensuring operational plans align with national and local priorities.
- Identify and promote current research, policies, and best practices in DA and VAWG.
- Ensure Swindon Borough Council meets its statutory responsibilities under the DA Act 2021.

Data Management & Compliance

- Oversee and maintain data collection dashboards for MARAC, MATAC, and DHR processes.
- Complete quarterly data submissions to DLUHC (Department for Levelling Up, Housing & Communities).
- Monitor and evaluate multi-agency meeting outcomes to ensure effectiveness and impact.

Supplementary Accountabilities

- Promote equality and diversity in all aspects of work.
- Undertake professional development and training in line with Council policies.
- Adhere to health and safety regulations and safeguarding protocols.
- Work flexibly across different teams as directed by the DA and VAWG Lead or Community Safety Development Manager.

Knowledge & Experience

Essential:

- Strong knowledge of DA, VAWG, and exploitation, including risk factors and legislative frameworks.
- Experience working in partnership with statutory and voluntary services.
- Familiarity with multi-agency meeting coordination (MARAC, MATAC, DHRs) and data monitoring.
- Excellent organisational, analytical, and communication skills.
- Strong IT skills and ability to manage case recording systems.
- Ability to work independently, prioritise workload, and remain calm when dealing with sensitive information.

Preferred:

- Previous experience in a similar role.
- Knowledge of commissioning processes for DA/VAWG services.
- Relevant sector qualifications (desirable).

Experience

- Experience of working in a Domestic Abuse background and comprehensive knowledge of how the business functions.
- Knowledge of current legislation and best practice around DA.
- Excellent interpersonal skills and the ability to interact with persons from a wide range of backgrounds.
- Experience of successfully managing and evaluation of projects at a team or organisational level.
- Clear understanding of data management.
- Listening to the voice of victims/survivors.
- Experience of working collaboratively with a range of stakeholder's integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies.
- Excellent verbal and written communication skills, with excellent attention to detail.
- Excellent numeracy and analytical skills.
- Ability to travel throughout the Borough.

Preferred:

Experience of working in a similar role

Qualifications

- A Levels standard

Decision Making

- Ensure timely triage of MARAC and MATAC referrals.
- Make evidence-based recommendations for DA/VAWG strategy improvements.
- Prioritise multiple projects and partnership commitments effectively.

Creativity and Innovation

- Develop engaging community awareness campaigns for DA and VAWG.
- Implement innovative survivor engagement models.
- Research and apply best practices in DA and VAWG service provision.

