



National Marac Development Officer (MDO) for Scotland

Reports to	Head of Knowledge Hub
Hours	37.5 hours per week
Salary	£35,000
Location and Travel	Scotland - Home Based (Close to good transport links) with extensive travel across Scotland and a requirement for overnight stays. Occasional travel is expected to SafeLives' Bristol and London offices.
Contract	Maternity cover until December 2019
Benefits	A generous package including 25 days holiday a year and public holidays, employee pension scheme with 4% employer contribution, childcare voucher scheme, cycle to work scheme

Purpose

SafeLives, a UK-wide domestic abuse charity, has been awarded a grant by Scottish Government to continue the Marac Development Programme until June 2020. Victims at high risk from domestic abuse deserve a robust and timely response no matter where they live but despite much progress in recent years, vast inconsistencies remain in the operation of Marac across Scotland. To address this, SafeLives will work in partnership with a range of local and national partners to further embed the 10 principles of an effective Marac and enhance the effectiveness of multi-agency working across Scotland in order to hold perpetrators to account and help ensure that every victim and child can be safe from harm and fear – no matter what their circumstances are or where they live.

Responsibilities

1. Implement the national plan, including (but not limited to)
 - Supporting the initiation of Marac in the 6 local authorities who are not currently operating Marac.
 - Operating the Scottish Marac helpdesk – responding to queries in a timely and effective manner and promoting networking and sharing of best practice between Maracs and the stakeholders in Scotland.
 - Gathering information from Maracs and their stakeholders to be used in assisting them and other Maracs in the resolution of operational and strategic issues e.g. by developing tools and processes or piloting/disseminating best practice; and delivering expert feedback about Marac to a wide range of audiences.
 - Creating content and responding to questions on SafeLives Online Community.
 - Observing Scottish Maracs and providing constructive feedback.
 - Engaging with local strategic leads to increase understanding about the evaluated Marac model and finding solutions to common problems.
 - Leading on the planning, scheduling and delivery of national and local events and workshops.
 - Leading on national Marac stakeholder forums.

- Continuing to build on the Scottish resource library to ensure professionals involved in Marac have the tools and guidance they need.
 - Collaborating with SafeLives Research and Evaluation team on the collection, analysis and reporting of Scottish Marac data.
2. Ensuring that all support and advice given is in line with SafeLives key messages and strategic objectives.
 3. Maintaining an accurate and secure audit trail of all relevant communication.
 4. Undertaking and promoting regular information exchange between Scottish stakeholders and SafeLives.
 5. Regular attendance at national forums and events and a key member of the SafeLives team in Scotland.
 6. Ensuring all work is undertaken in accordance with SafeLives policies and procedures.
 7. Being responsible for the maintenance and update of the CRM system as it relates to the Marac development programme, and other work, in Scotland.
 8. Ensuring that local Maracs are engaging and linking in with other reviews and developments already occurring within Scotland – e.g. linking in with child protection procedures and quality assurance of agencies responses to domestic abuse.
 9. Ensuring all reporting requirements to Scottish Government are met and to create and disseminate such reports as are required by the programme.
 10. Supporting the work of SafeLives in whatever way this may be reasonably required. Supporting colleagues across SafeLives and being an active member of the Scottish team, including close work with the Programme Lead and Engagement Lead.
 11. Any other duties commensurate with the level of the role and as directed by the line manager, the Programme Lead for Scotland, or SafeLives.

Person Specification:

Experience:

- Working with victims of domestic abuse and a knowledge of the violence against women sector.
- Attendance at Marac as a representative or Chair.
- Policing or child protection experience would be an advantage.
- Researching, designing and delivering high quality training and support materials.
- Writing and presenting information formally and informally, to a range of audiences.

Knowledge and Understanding:

- A sound understanding of the gender-based analysis of domestic abuse.
- An understanding of the Marac process at both a strategic and operational level.
- An understanding of Scottish policy (Equally Safe) as it relates to domestic abuse and Maracs.
- An understanding of public protection arrangements, the provision of policing, child protection, health and social care, and of multi-agency/partnership working in Scotland.

Skills:

- Ability to lead and facilitate discussions to achieve a positive outcome.
- Excellent networking skills and the ability to develop strong working relationships with senior stakeholders.
- Good relationship management with regard to multi-agency work which requires acute political sensitivity.
- Project management, including reporting on key operational and financial deliverables.
- Ability and willingness to work independently and as part of a team.

- IT skills, including use of Microsoft Office.

Competencies

Communication and Relationship Management

- Communicate professionally internally and externally.
- Take time to build and maintain contacts and partners.
- Speak and write in a clear and logical fashion.

Team work and Collaboration

- Understand the benefits of team work and contribute willingly.
- Understand the impact of your behaviour on others and adapt behaviour where appropriate.
- Show flexibility and work with collective decisions.

Organisation awareness

- Demonstrate an understanding of the VAW sector and how this relates to service delivery.
- Work effectively across teams.

Self-management

- Are solution rather than problem focussed.
- Take responsibility for own workload.
- Evaluate own performance and seeks to improve it.

Decision making and professional judgement

- Have confidence in your own ability to make decisions.
- Understand decision making rights within the role and applies this consistently.

Outcome focus

- Decision making is based on outcomes for colleagues, stakeholders and victims.
- Manage own and other performances to ensure timely deliverables, to the required standard.