



## Family Court Team Leader Job Description & Person Specification

<b>Job title:</b>	Family Court Team Leader (37.5hrs per week)
<b>Responsible to:</b>	Partnership Lead
<b>Contract:</b>	12 months initially with possible extension
<b>Grade/Salary:</b>	£32,960
<b>Work location:</b>	Bradford

### **Background:**

The West Yorkshire Pathfinder Partnership (WYPP) will deliver Family Court IDVA support to individuals, families and their children going through the Family Court process as part of the Pathfinder programme. Pathfinder aims to improve the overall court experience of children and families, reducing delays in the process and the number of returning cases through a multi-agency approach.

WYPP is a partnership between Staying Put as the lead provider, Leeds Domestic Violence Service represented by Leeds Women's Aid and Behind Closed Doors, WomenCentre, Pennine Domestic Abuse Partnership and the Wakefield domestic abuse service.

This is initially a 12-month pilot that is likely to be extended based on the outcomes from other pilot areas across the UK.

### **Job summary:**

As the Family Court Team Leader, you will be responsible for the co-ordination, management, delivery, and effectiveness of the West Yorkshire Pathfinder Family Court IDVA service. You will need to work collaboratively with partners including the Courts, CAFCASS, Local Authorities and Children's Social Care. There will be matrix management reporting to more than one manager across the WYPP, whilst you will have day to day responsibility for supervising some of the Pathfinder IDVA team, including case management, 1-1 support and monitoring performance, primarily you will be co-ordinating the Family Court IDVA service delivery.

The post holder will be based in Bradford but travel across West Yorkshire is required.

### **Main Duties and Responsibilities:**

1. To coordinate and manage the provision of a high quality and effective family court IDVA service to domestic abuse survivors and their children, delivering a pathway of care that focuses on safety and risk/harm reduction.



2. To ensure sufficient staff capacity at all times in order to meet the demands of the WYPP service at critical times e.g. staff leave, period of sickness etc. stepping in where necessary to cover gaps in service delivery.
3. To ensure the WYPP adopts a whole family trauma informed approach to safeguarding and support planning is adopted across the team.
4. To manage the process for allocation of clients to the Family Court IDVA team and signposting/onward referral to other services for continuation of their journey to service exit.
5. To support staff to undertake risk and needs assessments for individuals referred to the service and in the development of culturally appropriate packages of support focussing on safety planning, risk reduction and meeting immediate needs.
6. To monitor, review and evaluate the pilot against desired outcomes, presenting the progress of the pilot to the wider Pathfinder partners when required.
7. To ensure the WYPP accurately input data onto the OASIS case management system ensuring it is kept updated with relevant information at all times.
8. To undertake supervision sessions and in-depth case file audits to ensure appropriate levels of throughput and the quality of case file management.
9. To build and strengthen partnerships with other agencies across the Pathfinder programme, both individually and collectively particularly the Family Courts, CAFCASS and Children's services.
10. Remain up to date and compliant with all relevant legislation connected to the pilot, in order to uphold standards of best practice;
11. Participate in multi-agency work, including contributing to training, and attending various meetings.

**General duties:**

1. Work flexibly with some unsociable hours to meet the needs of the partnership and the programme.
2. To be familiar with the aims and objectives of WYPP and the wider Pathfinder partnership arrangements
3. To remain up to date on all legal and practice issues relating to the role.
4. Participate in regular support, supervision, reviews and appraisal with line manager.
5. Ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children's Board policies and procedures and the practical implications of this are understood.
6. Carry out other such duties as appropriate to the scope and grade of the post, as may be requested from time to time.



This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

Whilst having any or all of these skillsets below are advantageous to the role, we recognise that many candidates may not possess all of them and welcome applications from people with suitable transferable skills.

A = Application Form I = Interview

### KNOWLEDGE AND QUALIFICATIONS:

1	Hold an IDVA or leadership qualification, or be willing to work towards this	A
2	A good understanding of violence against women and girls with a particular focus on the dynamics of domestic abuse and its impact on children, families, and communities	A/I
3	Knowledge of safeguarding practice, procedures and legislation	A/I
4	Knowledge of family court proceedings including issues arising for adults and children subjected to domestic abuse	A/I
5	Knowledge of current civil and criminal law enforcement and practice in relation to domestic abuse	A/I

### EXPERIENCE

1	Experience of supporting individuals who have experienced domestic abuse, forced marriage or so-called 'honour-based violence'.	A
2	Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs.	A/I
3	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	A
4	Experience of managing services to a specific quality standard.	A/I
5	Experience of the work in the civil justice systems, particularly family court	A/I

### SKILLS

1	Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	A/I
2	Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	A/I
3	Ability to network, influence, problem solve and apply solution focused approaches to increase access and safety and facilitate positive outcomes for clients.	A/I
4	Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision.	A/I
5	The ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly.	A/I



6	Good crisis management skills and the ability to work effectively under pressure and to deadlines.	A/I
7	Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets.	A/I
8	To be confident at presenting information in a variety of situations, including court settings, in formal training and dealing with feedback and challenges	A/I

**GENERAL**

1	Full valid driving licence with business use insurance.	A
2	Clear boundaries and a willingness to accept line management and make effective use of supervision.	A
3	A good understanding of the importance of confidentiality and anti-discriminatory practice; safe practice and health and safety procedures.	A/I
4	Demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery.	A/I
5	An understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	A
6	A can-do attitude with the commitment to see a project through to its completion.	A

***Due to the nature of this role we will be considering female applicants only in accordance with the provisions of the Occupational Requirement (Equality Act 2010, Schedule 9)***

***Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check.***