

Domestic Abuse Coordinator Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Domestic Abuse Coordinator role within Sefton Council's Community Safety and Engagement Team.

This is an exciting and rewarding opportunity to help to develop a new service where you'll lead and coordinate the delivery of a domestic abuse perpetrator intervention team, helping to improve the safety of victim/survivors, support positive behaviour change, and contribute to reducing domestic abuse across our communities.

You will play a key role in coordinating service delivery, developing effective partnerships and ensuring that interventions are delivered to a high standard. Working within a complex and sensitive area of practice, you will need to balance support and accountability, maintain professional curiosity and demonstrate a strong commitment to safeguarding and risk management. As a person, you'll be proactive, resilient and committed to achieving positive outcomes for individuals and families affected by domestic abuse. If you are enthusiastic about driving change and confident in working collaboratively with a range of agencies, we would be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Gemma Braithwaite
Domestic Abuse Manager



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.



- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

This is a pivotal role in Sefton's response to domestic abuse. As the Domestic Abuse Coordinator, you will lead a team of Domestic Abuse Interventions Workers, ensuring the effective delivery of high-quality interventions for perpetrators of domestic abuse. You will play a crucial role in driving behaviour change, reducing the risk of harm and improving outcomes for victims and families.

Working within a complex and challenging environment, you will provide leadership, oversight and support to frontline staff, ensuring that interventions are delivered safely, consistently and in line with best practice, whilst maintaining a strong focus on safeguarding, accountability and partnership working.

The key responsibilities include:

- Day to day operational management for the Domestic Abuse Interventions Team.
- Develop and maintain positive working relationships with a wide range of agencies.



- Ensuring high levels of quality standards and performance levels to achieve outcomes
- Proficient in the use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.

This role suits someone who is passionate about tackling domestic abuse and is motivated by the opportunity to create meaningful change, has excellent organisational skills and can effectively manage competing priorities.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Tuesday 1st September** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **W/C Monday 14th September**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post:

Directorate:	Communities
Location:	Agile/ across Sefton
Division:	Community Safety and Engagement
Post:	Domestic Abuse Coordinator (Interventions)
Grade:	I £43,149 to £47,665
Reporting to:	Domestic Abuse Manager
Contract:	Fixed Term to 31 st March 2029

Purpose of the Role

The Domestic Abuse Coordinator will lead a team of Domestic Abuse Interventions Workers to ensure the successful delivery of high quality frontline service to all risk levels of domestic abuse perpetrators to help them to change their behaviour.

Ensure high levels of quality standards and performance levels are maintained to achieve set outcomes and provide line management support alongside a small caseload.

To work within a multi-agency framework consisting of the MARAC and local partnership responses to domestic abuse.

MAIN DUTIES

1. Oversee the day to day operational management for the domestic abuse perpetrator interventions team.
2. Provide direct support, line management, coordinate Clinical Supervisions, Team Meetings and Reflective Practice sessions for the team of Domestic Abuse Interventions Workers.
3. Maintain high quality standards of delivery for the team, ensuring that positive client satisfaction and KPI's are achieved.
4. Oversee referrals into the service and manage the implementation and delivery of behaviour change programmes and support, ensuring all referrals are recorded and tracked appropriately.



5. Co-ordinate and manage service budgets and resources available to achieve efficient operational practices and adequate staff ratios
6. Collaborate closely with victim support services to ensure regular risk reviews, appropriate victim oversight, and implementation of safety plans.
7. Participate in the MARAC framework, complete MARAC updates, attend and participate in meetings, and follow-up on actions agreed.
8. Ensure there is an effective process in place for gathering service user views, and that this information is used to inform service development.
9. Develop and maintain positive working relationships with a wide range of agencies to support the delivery of the service and to challenge where appropriate to ensure domestic abuse victims and children are appropriately safeguarded.
10. Address safeguarding concerns and escalate according to policy.
11. With support from the Domestic Abuse Manager, regularly review and analyse service performance data and carry out quality assurance reviews of cases to ensure service provision is of a high quality based on national/Safelives/Respect standards and is responsive to changing demands.
12. Share regular reports on service performance with the Domestic Abuse Manager and Locality Team Manager, and with relevant partnership boards as required.
13. Complete monitoring reports on any externally funded activity related to the service.
14. Support the development and implementation of domestic abuse related learning and training.
15. Attend and represent the service at a range of Council and partnership meetings as required.
16. Comply with and ensure adherence to all Local Authority policies on confidentiality and data protection.



17. Undertake any development training as and when necessary, including the completion of a recognised domestic abuse manager qualification if not already done.

SPECIAL CONDITIONS

The nature of the work may require the post holder to undertake commitments outside normal working hours

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The post holder may be expected to work across different Council buildings and travel across a wide geographical area depending on the needs of the service and service user. Casual car allowance will be payable as appropriate.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

PERSON SPECIFICATION

Post: Domestic Abuse Coordinator (Interventions)

Department: Community Safety and Engagement

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
1. Literate and numerate	E	AF
2. A recognised Respect or other domestic abuse qualification	D	AF
Experience		
3. At least one year's experience in team leadership and delivering line management support	E	AF/I
4. At least two years' experience of working on complex cases in a multi-agency environment and working with other professional agencies to manage risk and safeguard vulnerable adults and children	E	AF/I
5. Excellent understanding of domestic abuse, including the impact on the whole family	E	AF/I
6. Experience of working directly with perpetrators of domestic abuse.	E	AF/I
7. Proven track record of advocating on other people's behalf	E	AF/I
8. Experience of using needs and risk management tools and undertaking assessments	E	AF/I
9. Experience of managing a caseload	D	AF/I
10. Experience of using IT systems, such as Microsoft Office and Outlook	E	AF/I
11. Experience of recording and documenting information in a systematic way	E	AF/I
12. Experience of working within a multi-agency environment	E	AF/I
13. Experience of developing and delivering training and awareness raising sessions	D	AF/I



Knowledge Skills & Abilities		
14. Ability to lead a team using motivational strategies that inspire and create a positive working atmosphere	E	AF/I
15. Sound understanding of legislation and good practice relating to domestic abuse.	E	AF/I
16. Good conflict and crisis management skills and the ability to deal with stressful and difficult situations	E	AF/I
17. Knowledge of safeguarding policies and procedures	E	AF/I
18. Ability to work to strict timescales, meet challenging deadlines and balance competing priorities successfully.	E	AF/I
19. Ability to anticipate and react responsively to situations when working under pressure.	E	AF/I
20. Self-motivating with an ability to work on own initiative and as part of a team.	E	AF/I
21. Good analytical and problem-solving skills	E	AF/I
22. Ability to develop collaborative working relationships with staff, other teams and partner agencies.	E	AF/I
23. A flexible and adaptable approach to work.	E	AF/I
24. Excellent interpersonal and communication skills with an ability to liaise with a wide range of audiences	E	AF/I
25. Ability to plan and manage potentially conflicting priorities	E	AF/I
26. Computer literate, particularly in Microsoft Word, Excel and Outlook.	E	AF/I
27. Knowledge of equal opportunities and anti-discriminatory practice and a commitment to ensure offers are accessible and appropriate to the diverse needs of residents.	E	AF/I
28. Knowledge of information management and governance protocols including General Data Protection Principles (GDPR)	E	AF/I



29. Commitment to continuous professional developing, including gaining an Respect qualification if not already completed.	E	AF/I
Other		
30. This posts is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act. The successful candidate must be able to obtain satisfactory Enhanced criminal record disclosure in order to be appointed to the post. In this respect a criminal record check will be taken prior to confirmation of appointment.	E	AF/I

Assessment Methods**AF: Application Form****I: Interview****C: Certificates****Prepared by: Gemma Braithwaite****Date: 23rd July 2026**

