



JOB DESCRIPTION & PERSON SPECIFICATION

ADVISE LEAD AND SENIOR REGIONAL MANAGER

Salary:	£35,336
Hours:	Full time (35 hours per week)
Location:	Home-based, with some national travel. Work will involve attendance at both virtual and in person meetings (dependant on COVID guidelines) and attendance at Team Meetings in Bristol as required.
Annual Leave:	25 days p.a. plus 8 bank holidays
Pension:	3% pension contribution (after successful completion of four-month probationary period)
Probationary period:	Four months
Employer:	IRISi
Tenure:	12 months fixed term contract
Reporting to:	Network Director, IRISi
Direct reports:	Up to 2 Regional Managers

OVERVIEW

IRISi is a social enterprise established in 2017. IRISi's vision is a world in which gender-based violence is consistently recognised as a health issue. Our mission is to promote and improve the healthcare response to gender-based violence (GBV) through health and specialist services working together. Our flagship programme is IRIS (Identification and Referral to Improve Safety). We are working towards having a suite of evidence-based health, domestic abuse and sexual violence programmes that can be commissioned locally.

The ADVISE (Assessing for Domestic Violence and Abuse in Sexual Health Environments) programme is IRISi's second evidence-based intervention that is available to be commissioned, launched in 2021. ADVISE adapts the IRIS (Identification and Referral to Increase Safety) programme for use in sexual health clinics. ADVISE supports sexual health staff to recognise the signs and symptoms of patients affected by DVA (domestic violence and abuse) and sexual violence (SV), ask sensitively, give a validating response, assess risk, and

offer a referral to specialist services in line with British Association for Sexual Health and HIV (BASHH) DVA guidance.

The Role

This post is for an exceptional individual to lead on developing and refining all ADViSE-related resources and processes, to support the growing team of Regional Managers, and to fulfil the Regional Manager role to support, guide and oversee the ADViSE programme in a small but growing number of sites across the UK. This is a great opportunity to be part of improving the healthcare response to gender-based violence and to join the ambitious and dedicated team at IRISi.

DUTIES AND KEY RESPONSIBILITIES (IN ADDITION TO USUAL REGIONAL MANAGER DUTIES):

ADViSE Lead:

- To guide, oversee and develop the ADViSE programme within IRISi
- To review and refine existing materials and processes, such as training materials so that ADViSE can be scaled and replicated
- To gather learning from stakeholders in ADViSE pilot sites
- To work with internal colleagues and external specialists to develop and refine any additional resources and processes that are needed.

To support the growing Regional Manager team by:

- Line managing up to two Regional Managers
- Ensuring that learning gathered about ADViSE is shared and integrated into IRISi's wider team and work
- Developing and collating toolkit of guidance documents for current and future IRISi team members who are involved in working with and supporting ADViSE sites
- Supporting the training and induction of new Regional Managers where their roles will include supporting ADViSE sites
- Supporting colleagues with calculating costs for recommissioning or expansion of ADViSE
- Supporting the Development Manager with contract arrangements for new ADViSE sites.

REGIONAL MANAGER SPECIFIC AREAS OF RESPONSIBILITY:

To support the development of IRISi's programmes in new sites (primarily ADViSE sites)

- To liaise with local decision makers in health and specialist providers
- In collaboration with the Network (IRIS & ADViSE) Development Manager, to:

- Generate and follow up leads with additional relevant partners to increase the reach of IRISi's programmes
- Deliver presentations and workshops to secure ongoing interest in the IRIS and ADVISE model, including scaling the models for continued local delivery
- To enhance current programme literature by incorporating local and national data

Managing programme implementation in new sites (primarily ADVISE sites)

- To manage relationships with key partners in health and VAWG services
- To provide consultancy and support to potential partners and commissioners
- Working closely with the Network (IRIS & ADVISE) Development Manager (and, where appropriate, the commissioner), to select the local VAWG service/s that will deliver the IRIS/ADVISE programme in the new site
- To support IRIS and ADVISE partners to work within budget to deliver the programme locally
- To participate in the initial recruitment of local team members
- To run train the trainer courses for new local teams to equip them to deliver the IRIS/ADVISE programme locally
- To support the establishment of local steering group meetings.

Managing programme maintenance in existing sites (primarily ADVISE sites)

- To participate in ongoing steering group meetings
- To provide ongoing support and maintain supportive relationships with all local stakeholders
- To provide ongoing needs-led support and guidance for the advocate-educators and clinical leads to run their programmes as intended
- To have oversight of the development of the IRIS/ADVISE programme in local sites and the progress towards agreed timescales and deliverables
- To provide advice and support to calculate costs for continuing/expanding the IRIS/ADVISE programmes
- To provide support and consultancy to obtain ongoing funding for local IRIS/ADVISE programmes.

Network Support

- To facilitate and encourage peer support and learning across and between IRIS/ADVISE sites
- To listen to, gather feedback and ideas from IRIS/ADVISE teams and work with Line Manager to refine and improve what IRISi provides
- To review and update existing training materials and other resources developed for local IRIS/ADVISE teams
- To run open access train the trainer courses for new members of local teams
- To coordinate and run regional and national training and development days for the IRIS/ADVISE advocate educators and clinical leads
- To participate in the planning and delivery of one-off training sessions and other events developed for the IRIS/ADVISE network.

Support of National Work

- To act as a champion of IRISi's programmes and work
- To share and promote evidence-based learning
- To contribute to national research and liaise with other partners as appropriate
- To seek up-to-date knowledge on research and community developments relevant to the Post.

Evaluation

- To support collection of data on the effectiveness of the programmes in local sites
- To support the integration and analysis of those data at a national level
- To use the findings to further enhance the programmes
- To present the findings to funders and commissioners to secure ongoing and further commissions.

Participating in the organisation

- To uphold IRISi values
- To act in accordance with IRISi policies and procedures
- To attend and contribute to team meetings
- To be self-supporting in the role managing most necessary administration
- To attend and participate in training when required
- To attend and participate in regular line management
- To undertake any duties consistent with the post, as may be reasonably requested.

PERSON SPECIFICATION:
ADVISE LEAD AND SENIOR REGIONAL MANAGER

ESSENTIAL

Values and ethos

1. Commitment to the vision and mission of IRISi. See www.irisio.org
2. Commitment to and understanding of domestic abuse from a feminist perspective
3. Commitment to anti-oppressive practice and a commitment to challenge sexism, racism, and other forms of discrimination

Attitude

4. Motivation to build bridges between health and VAWG services
5. Highly motivated and highly organised
6. Conscientious and hardworking on own initiative and flexible to meet needs and priorities
7. Positive attitude towards problem-solving
8. Motivation to help train and support new colleagues in the growing team

Experience

9. Experienced in the field of violence against women and girls
10. A track record of making a difference in practice, ideally involving support for vulnerable women
11. Experience and competence as a trainer who is effective in provoking interest, building understanding, and developing trainees' practical skills including provision of mentoring and coaching
12. Experience of planning and managing a complex workload, meeting targets and deadlines
13. Experience of planning and project leading/project managing multi-stranded programmes of work to meet deadlines

Knowledge

14. Good understanding of domestic abuse and sexual violence and their impact on survivors and their children
15. Understanding of the gendered nature of violence and abuse, and of the impact of multiple, intersecting oppressions (including sexism, racism, homophobia, ableism) and the consequent barriers for some survivors of domestic abuse to accessing health and other services.
16. Good understanding of monitoring and evaluation tools and/or frameworks

Skills and abilities

17. Ability to build relationships and communicate with a range of stakeholders including commissioners, third sector managers and chief executives, clinicians and frontline staff
18. Skilled in motivating and improving the practice of staff for whom the post-holder does not have line management responsibility

19. Ability to coordinate team members' meetings and training programmes
20. Organisational skills to manage the collection of data to sustain delivery of a service
21. Ability to gather, interpret and process complex information
22. Ability to multi-task, reorganise priorities at short notice and work proactively and reactively
23. Ability and willingness to work flexible hours including some early mornings and evenings, and to attend virtual and in-person meetings across the UK
24. Excellent written and verbal skills
25. Competence with Microsoft Office and online training platforms

DESIRABLE

26. Experience of line managing
27. Educated to degree standard
28. Experience in helping to disseminate the findings of a programme.

February 2022