

CARA PARTNERSHIPS MANAGER

Application pack



**Hampton
Trust**

WELCOME FROM OUR CEO

Dear Applicant,

We are excited about your interest in the role of CARA Partnerships Manager! This is a fantastic opportunity to join the CARA team at Hampton Trust.

We are immensely proud of the national reach and impact of CARA. Nearly 15 years ago, Hampton Trust developed an intervention to tackle early domestic abuse offending with Hampshire & IOW Constabulary. The success of this innovative approach in reducing recidivism led to the implementation of CARA in over 20 forces across England and Wales. The CARA Partnerships Manager will be instrumental in continuing to promote and support the successful delivery of CARA by licenced providers through responsive communication, training, and support.

Hampton Trust is a leading organisation in the field of domestic abuse and criminal justice. We focus on individuals facing multiple disadvantages, providing trauma-informed rehabilitative interventions to support them in rebuilding their lives and desisting from crime.

Our work includes early intervention programmes, support for survivors of historic or current sexual violence, domestic abuse interventions for those causing harm, and rehabilitative programmes for various offenders in the criminal justice system. We also offer a range of professional training.

This pack includes more information about the role, our organisation, and the impactful work we do. If you have any questions or would like an informal chat, feel free to reach out to us at jobs@hamptontrust.org.uk. Just let us know your availability, and we'll arrange for someone to get in touch.

Best of luck with your application!

Kind regards,

Chantal Hughes
CEO



ABOUT HAMPTON TRUST

At Hampton Trust, our vision is for everyone to live free from violence and abuse.

We are a leading provider of bold and innovative interventions, training, and education that help break the cycle of abuse.

Adopting a trauma-informed approach in everything we do, we create safe spaces for victims and hold to account those using harmful behaviour in order to foster understanding, drive behaviour change, and help rebuild lives. Our rehabilitative interventions are both community based as well as embedded within the criminal justice system.


Our primary objective is to prevent harmful behaviours from becoming entrenched and being passed down through generations by addressing the root cause of criminality. However, we know that we can't do this alone. Renowned for our track record in evidence-based and effective interventions and training, we work strategically with a range of local and national partners and policy makers to drive long-lasting transformative change within the system.

Our story

Hampton Trust was founded in 1996 and is named after Gene Hampton, who had been a well-respected Hampshire Magistrate, Chair of the Probation Committee and serving member of the National Parole Board.

At the time, a review undertaken by the Hampshire Association for the Care and Resettlement of Offenders and the Hampshire Care Trust had highlighted large areas of unmet need for the support of domestic abuse offenders and young people at risk. With setup funding provided by the Hampshire Probation Service, Hampshire and Isle of Wight Constabulary and Hampshire Social Services, Hampton Trust was established to bridge this gap.

Our key aims were to prevent young people entering the criminal justice system as well as to provide rehabilitative programmes to prevent reoffending. More than 25 years later, we remain true to these objectives, delivering a broad range of award-winning services with the aim to provide innovative solutions to rebuild lives and create safer communities.



OUR VALUES

Safety and trust

We are committed to ensuring safety is upheld in and outside the organisation. We are committed to building trusting relationships to create change and build safer communities.

Engagement and choice

We are committed to removing barriers to engagement and learning from each client interaction. We are committed to enabling individuals to make different choices by providing support and guidance to access pathways towards recovery and change.

Collaboration and innovation

We are committed to learning from collaboration with those in our service, staff, and partners to develop and share best practice. We are committed to creating an innovative workforce and providing services that are infused by a passion for learning and improvement.

Influence and inform

We are committed to working with individuals and with partners, networks and organisations who we can both learn from and influence. We are committed to developing an evidence base and being part of the conversation to influence and inform sustainable whole system change.

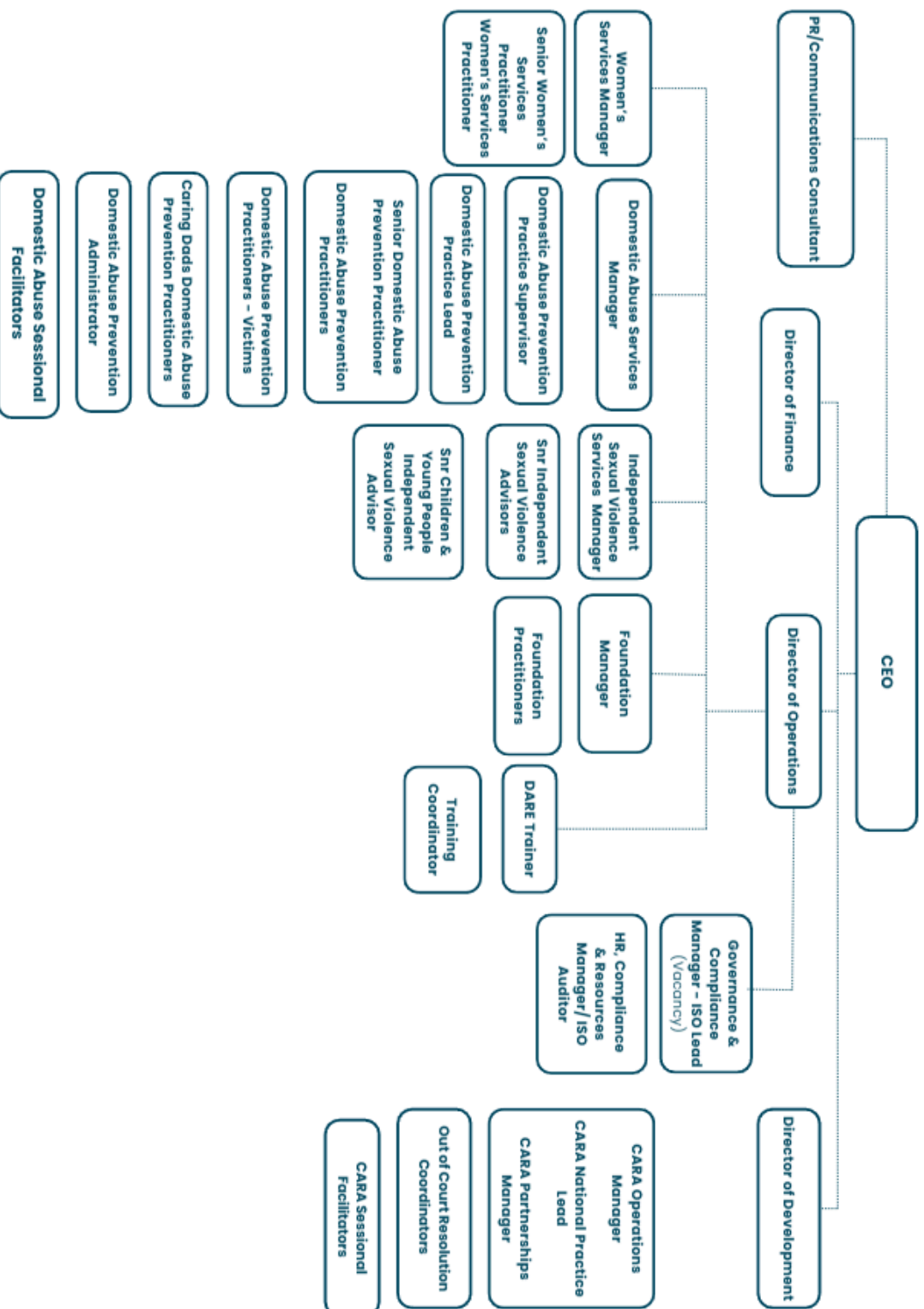
Inclusion and diversity

We are an equal opportunities employer and are proud to employ a workforce that reflects the diverse communities we serve. We aim to encourage a culture where people can be themselves and be valued for their strengths. We seek to attract and employ the best people from the widest talent pool, reflecting the diverse range of people we support.

Quality assurance

We are committed to robust quality standards across the organisation, upheld by external inspection.

Board of Trustees



ABOUT CARA

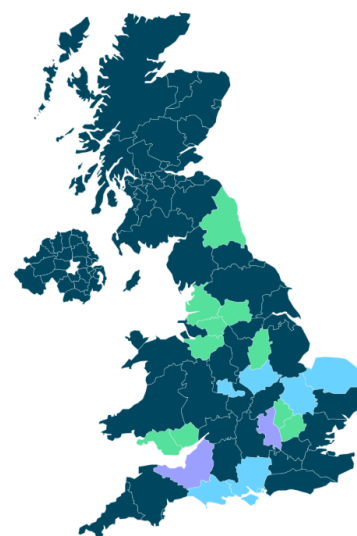
Designed and delivered by Hampton Trust, CARA workshops were first trialled in 2011 under experimental conditions in partnership with Hampshire & Isle of Wight Constabulary and Cambridge University resulting in the first UK policing strategy to be evaluated under randomised control trial conditions.

Conditional Cautions for domestic abuse had not previously been used and until 2024 remained subject to special Director of Public Prosecution (DPP) dispensation in select police forces.

Since August 2024, all police forces have been given special dispensation to use Conditional Cautions for standard-risk domestic abuse cases, provided that the intervention follows CARA principles. Experience of delivery has informed the development of a new model: Delivery in partnership with local providers.

In 2020 Hampton Trust partnered with Restorative Solutions CIC to deliver CARA in West Yorkshire, the first delivery of CARA under licence. Since 2023, several police regions have adopted this delivery model and offer CARA in partnership with Hampton Trust and a locally commissioned service provider.

2025 and beyond expects to see further CARA expansion across the country with new legislation on the use of Out of Court Resolutions for domestic abuse.



Hampton Trust CARA Delivery ■
Replication CARA delivery under licence ■
Former CARA police force areas ■

“

I had an idea of what domestic abuse was, but the course helped me realise that what I was doing was abusive, even if I didn't think so at the time.

JOB DESCRIPTION

Job title:	CARA Partnerships Manager
Working hours:	37.5 hours per week
Salary:	Band 4 £33,280 – £42,639 per annum (new recruits enter at lower end of salary band)
Delivery Sites:	Ashurst, Hampshire (Head Office) or Remote (with travel as required)
Contract:	Permanent

Job context

Hampton Trust is a leading provider of bold and innovative interventions, training, and education that help break the cycle of abuse. Adopting a trauma-informed approach in everything we do, we create safe spaces for victims/survivors and hold perpetrators of domestic abuse to account to foster understanding, drive behaviour change, and help rebuild lives. Our rehabilitative interventions are both community-based as well as embedded within the criminal justice system.

Our primary objective is to prevent harmful behaviours from becoming entrenched and being passed down through generations by addressing the root cause of abusive and offending behaviour. Renowned for our track record in evidence-based and effective interventions and training, we work strategically with a range of local and national partners and policy makers to drive long-lasting transformative change within the system.

In partnership with Hampshire & Isle of Wight Constabulary and other UK police forces we developed, deliver and support licenced delivery of the award-winning CARA (Cautioning and Relationship Abuse) intervention to standard and medium risk domestic abuse offenders receiving an Out of Court Resolution (OoCR) nationally. CARA is a domestic abuse awareness-raising early intervention, supporting offenders to make better behaviour choices in their relationships. Based on the CARA model, we also deliver JUNO, an OoCR intervention for female offenders across Hampshire.

Job purpose

Hampton Trust is seeking an experienced Partnerships Manager to lead the continued successful expansion of CARA across police force regions in England and Wales. This is an exciting opportunity to bring your project management, stakeholder relationship building, collaborative communication skills and experience to a growing team delivering important interventions to address domestic abuse.

As the CARA Partnerships Manager, you will lead on communication and consultation with current and prospective external stakeholders for CARA.

Reporting to the Director of Service Development, you will be the organisational lead for CARA licenced partnership delivery, providing guidance, training, and support for police forces, commissioners, and licenced providers. You will support licenced CARA areas to maintain quality standards, ensuring safe, effective, and consistent CARA licenced delivery nationally. Working collaboratively with HT CARA leadership team including CARA National Practice Lead, CARA Operations Manager and HT senior leadership team, you will support the continued growth and development of CARA.

DUTIES AND KEY RESPONSIBILITIES

CARA Licenced Delivery:

- Share knowledge and provide guidance of CARA model from initial planning and commissioning, throughout mobilisation and supporting safe and effective delivery in each area to key partners (police, licenced providers, relevant stakeholders)
- Lead on communication and consultation with external stakeholders for CARA licenced delivery model
- Responsibility for maintaining and updating CARA Replication handbooks and guidance
- Review and respond to needs of licensees through development of materials and training as required
- Develop and foster successful working relationships across local and national stakeholders
- Promotion of CARA licenced delivery, seeking new opportunities and developing relationships with new stakeholders
- Contribute to internal and external comms in relation to CARA
- Lead on review and update CARA website content for both CARA website and Hampton Trust website in collaboration with the CARA team and Executive Leadership team.
- Maintain oversight of budget and contracting arrangements of HT responsibilities for CARA Licenced Delivery areas

CARA National Insight Data:

- Lead and hold oversight of national performance and quality assurance in line with agreed procedures and provide internal and external reporting as required
- Lead guidance, collection, and analysis of local data to produce national insights for the CARA intervention.
- Oversee and collaborate with CARA Steering Group to develop insight reporting from national data collected


External Stakeholders & Partnerships:

- To assist in representing and promoting Hampton Trust at local and national strategic meetings and conferences
- HT SPOC for CARA partnership involvement, including any academic evaluations, national forums, etc. and associated tasks as required
- To develop and deliver presentations to various forums as required
- To work with other agencies with the aim of promoting HT's programmes as multi-agency response to domestic abuse.
- Contribute to external comms in collaboration with HT Communications lead.
- To professionally represent Project CARA and Hampton Trust across internal and external meetings and forums.

CARA Training:

- Deliver training on CARA model, processes, or other areas as required to police and providers with support from CARA National Practice Lead
- Collaborate with CARA National Practice Lead to review training needs across CARA sites (Hampton Trust delivery and licenced delivery) to identify gaps and needs, developing new/supplementary training packages where required.
- Collaborate with CARA National Practice Lead with planning and delivery of CARA practice supervision.

CARA Management:

- Lead on planning, coordination, and communication of CARA National Oversight Group including associated tasks
 - Provide regular updates and communication for CARA Steering Group
 - Contribute to the creation of Hampton Trust's Annual Impact Report.
 - Provide cover and support for CARA Managers and central CARA team during staff absence or during peak
- 

General:

- To ensure service provision recognises and values diversity and promotes anti-discriminatory practice.
 - Respect and value the diversity of the communities in which HT deliver services and recognise the diversity of the range of clients accessing service
 - Ensure all staff are working in line with Hampton Trust's policies & procedures.
 - Maintain understanding of current practice and issues in domestic abuse both locally and nationally.
 - Write reports and provide statistical information as required
 - To keep up to date with domestic abuse issues and participate in relevant training as required.
 - To participate constructively in supervision and appraisal sessions and undertake appropriate professional development
 - To comply with, uphold and promote the values, aims and policies of the Hampton Trust.
 - To be a good ambassador for the Trust at all times
- 

Core Responsibilities

Health & safety

- Demonstrate safety leadership in line with our H&S policies and procedures
- Take part in safety training and risk assessments
- Use work equipment, personal protective equipment, substances, and safety devices correctly

Equality & diversity

- To actively support Hampton Trust to improve performance in equality and diversity, developing an open and inclusive culture for both staff, partner agencies and clients
- Treats everyone as an individual and encourages an environment where people flourish in their individual roles
- Understands different perspectives and cultures
- Show committed and proactive approach to equality and diversity

Information governance

- Adheres to Hampton Trusts GDPR Policies and Procedures, and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive)
- Treat with confidentiality any personal, private or sensitive information about individual organisations, clients or staff

Impact and participation

- Work to support the mission, ethos and values of Hampton Trust and work collaboratively with others in all aspects of our work including decision making and supervision

Other

- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position
- Full & clean UK Driver's Licence, with access to vehicle and willingness to travel as required

Person Specification

	Essential – they must have	Desirable – would be good to have
Skills (What can they do)	<ul style="list-style-type: none"> • Excellent written and verbal communication skills to a range of professional audiences • Excellent computer proficiency and IT skills, including use of Microsoft 365 suite • Proficient in using data tools and techniques to identify trends, risks, and opportunities • Have excellent interpersonal skills • Ability to lead and facilitate discussions to achieve a positive outcome • Excellent networking skills and the ability to develop strong working relationships with external agencies • Ability to develop detailed project plans, timelines, and milestones. • Skilled in resource allocation, task prioritisation, and time management. • Ability to balance multiple tasks and adapt to shifting priorities. • Strong attention to detail including communication and documentation • Highly organised • Ability to use own initiative • Ability and willingness to work independently and as part of a team • Good relationship management regarding multi-agency work • Ability to provide support and guidance as part of a team. • Have excellent conflict and crisis management skills and the ability to deal with stressful and difficult situations 	<ul style="list-style-type: none"> • Ability to motivate and engage service users • Confident in use of Project Management tools and systems
Knowledge (What they know)	<ul style="list-style-type: none"> • Understanding motivational interviewing techniques and appropriate application in practice • Understanding adult and child safeguarding, risks and professional responsibilities • Understanding risk appropriate use of standard risk assessment tools • Understanding effective approaches to work with service users with complex needs and/or challenging behaviour • Understanding of the Criminal Justice system in respect to outcomes and processes around Domestic Abuse • Up to date knowledge of Government policy in relation to the Domestic Abuse Bill 	<ul style="list-style-type: none"> • Knowledge of Out of Court Resolutions • Knowledge of programs or interventions working with victims/survivors of domestic abuse • Knowledge of programs or interventions working with perpetrators/offenders of domestic abuse • Knowledge of programs or interventions working with young people using/

	Essential – they must have	Desirable – would be good to have
Experience (What have they done)	<ul style="list-style-type: none"> • Experience of service management • Experience of successfully leading a project, including project management and strategic planning. • Experience of extracting and summarising data from various sources to produce clear, concise reports that support strategic decision-making. • Experience of effectively responding to and taking action resulting from safeguarding concerns • Experience writing and presenting information formally and informally, to a range of audiences • Experience maintaining accurate and succinct electronic/written records • Experience of managing competing priorities across a varied workload while meeting deadlines • Strong track record of professionalism while representing your employer/organisation across multi-agency networks and forums • Experience of effective chairing, minute-taking, and coordinating multi-agency meetings/forums • Experience of budget management and reporting responsibilities • Working within a public protection/safeguarding multi-agency setting. e.g. Child protection, vulnerable adults, MARAC, MAPPA 	<ul style="list-style-type: none"> • Experience of direct working with vulnerable clients in/outside of criminal justice system • Experience of working with victims and/or perpetrators of domestic abuse • Experience of delivering group work/individual interventions • Experience working within government/national frameworks and using this approach to develop, influence, and encourage partnership working • Delivering practice supervision
Other Requirements	<ul style="list-style-type: none"> • Full Drivers Licence and car owner as travel required across the UK sites 	
Education/ Training/ Qualifications	<ul style="list-style-type: none"> • Hold a relevant degree, a vocational qualification or equivalent experience • 	

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

BENEFITS OF WORKING WITH US

Equal Opportunities

We celebrate diversity and are committed to creating an inclusive environment for all employees. Our company believes that diversity of experience, perspectives, and backgrounds will lead to a better environment for our employees and a better product for our users and the communities we serve.

We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We stand against any form of workplace harassment based on race, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability.

Our commitment to diversity and inclusion is unwavering, and we continue to build a company that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Development and Remuneration

We are committed to the development of our staff and there are plenty of opportunities for growth at Hampton Trust, our roles range from a Band 6 (entry level) to Band 1 (Chief Executive) and we offer continuous training to support you in your development.

This role is a Band 4 and is offered on a full time basis of 37.5 hours across 5 days and is based in Ashurst, Hampshire (Head Office) or Remote (with travel as required). You must have some flexibility to work occasional Saturdays and to travel for events or conferences on an ad-hoc basis.

Other Benefits

- Smart casual dress
- Contribution pension scheme – NEST with 3% company contribution.
- Meal allowance, mileage, and accommodation expenses covered for all work-related travel
- Sick pay
- Free onsite parking at HT office
- 25 days annual leave – increasing to 3 days after 3 years and an additional 2 days after 5 years
- 8 Days Bank Holiday
- 3 additional days between Christmas and New Year
- Additional leave for your birthday
- £150 tax free birthday wellness gift
- Ongoing training and development
- Free flu jabs
- Access to free clinical supervision sessions
- Free DBS checks

NEXT STEPS

If you feel you are the right candidate for this role we would **love** to hear from you.

Please complete our online application form by clicking the apply now button on the Hampton Trust website vacancy page.

Hampton Trust is committed to safeguarding and promoting the welfare of vulnerable adults, and expect all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks which includes an enhanced DBS check as well as providing proof of right to work in the UK.



Hampton
Trust

hamptontrust.org.uk

in HamptonTrust
f The Hampton Trust
X @TheHamptonTrust
ig hamptontrust