

DOMESTIC ABUSE PERPETRATOR PANEL COORDINATOR

Application pack

A Partnership between:



Respect



SOCIAL
FINANCE

WELCOME FROM OUR CEO

Dear Applicant,

Thank you for your interest in the role of Domestic Abuse Perpetrator Panel Coordinator vacancy at Hampton Trust. This pack includes background information on the organisation and details of our work. Should you have any questions or would like an informal chat, please do not hesitate to contact us by emailing us at jobs@hamptontrust.org.uk. If you provide details of your availability, we will then arrange for someone to get in touch.

Hampton Trust is a leading domestic abuse charity with a focus on tackling the root cause of domestic abuse by engaging perpetrators to reflect on their behaviour. We pride ourselves on being innovators in our field, highlighting gaps and testing new approaches.

Our work includes early intervention programmes for children and young people, support for child and adult survivors of historic or current sexual violence, domestic abuse perpetrator interventions and rehabilitative programmes for different types of offenders in the criminal justice system. We also deliver a range of professional training.

Having delivered one of the original Drive pilot sites across West Sussex, followed by delivery in Dorset, we are delighted to be working with the Drive Partnership once again. The initial team will consist of a Drive Service Manager, 4 Drive Case Managers and a Domestic Abuse Perpetrator Panel Coordinator with potential for future expansion

The aims and ethos of Drive align perfectly with Hampton Trust's range of domestic abuse services, which focus on supporting individuals who use harmful behaviours. The Domestic Abuse Perpetrator Panel Coordinator will provide high-quality organisational, administrative, and coordination support to the Drive Project, ensuring effective multi-agency collaboration, accurate data management, and smooth operational delivery.

This is an exciting opportunity to join Hampton Trust and the Drive Programme.

Good luck with your application.

Kind regards,

Chantal

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 perpetrators 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 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.

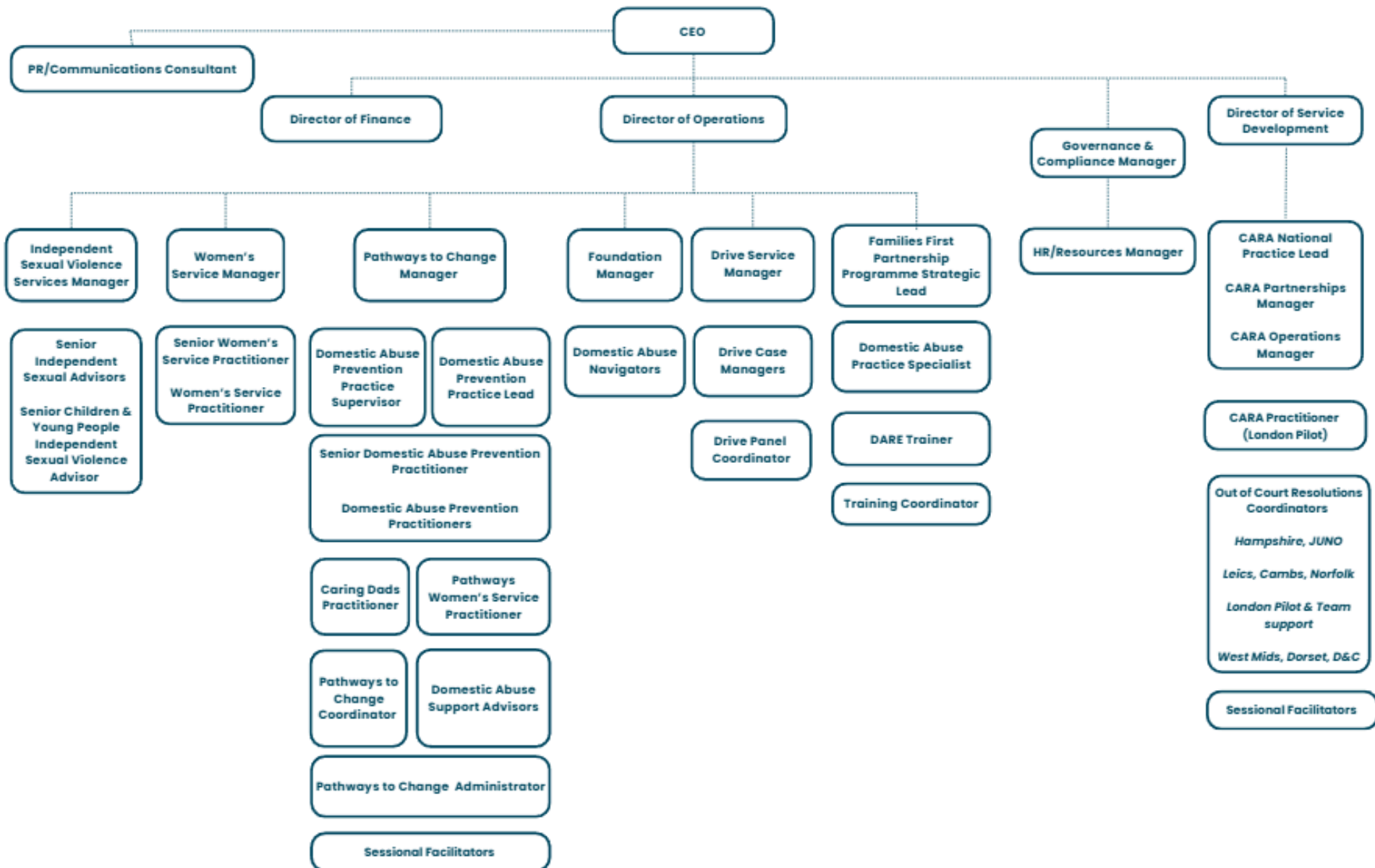
Quality assurance

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

ORGANISATION STRUCTURE

Board of Trustees

Chair, Treasurer, Trustees



ABOUT THE DRIVE PROGRAMME

The Drive Project is a response to domestic abuse that aims to reduce the number of child and adult victims of domestic abuse by disrupting and changing perpetrator behaviour. It implements a whole-system approach through an intensive individual case management intervention alongside a co-ordinated multi-agency response to drive perpetrators to change their behaviour. The Drive project focuses on increasing victim safety alongside the crucial protective work of victim's services. The service has been developed to knit together existing services, complementing and enhancing existing interventions.

The Drive Project focuses on priority high-risk or serial perpetrators, both male and female, aged 16 and over, as this group carries the greatest risk of serious harm and engage poorly in available services. By addressing perpetrators' behaviour Drive targets the root cause of domestic abuse and improves outcomes for victims and children. The key objectives are to:

- Reduce the number of serial perpetrators of domestic abuse
- Reduce the number of repeat and new victims
- Reduce the harm caused to victims and children

Alongside one to one case management, the service will also drive system change in the area, with the aim of supporting the implementation of a multi-agency response to perpetrators of domestic abuse. It will play a key role in the perpetrator panel, at which Drive and other cases will be heard.

The Drive Project was developed through a collaboration between three organisations, Respect, Safelives and Social Finance, who form the Drive Partnership. Drive was launched in 2016, initially piloted in Essex, South Wales and West Sussex, and highlighted in the government's VAWG strategy for its innovative approach. Subsequently, Drive has expanded into several PCC areas and to additional LA areas across existing PCC areas.

Through this work the Drive Partnership are striving to:

- Ensure the continued effective delivery of the Drive model, with a high quality, safe intervention
- Further the development of the Drive intervention by testing the model and how it can be effectively replicated at scale in new areas
- Ensuring systems change and the development of sustainable response to high-risk perpetrators of domestic abuse on a local and national level

As a responsive programme, learning and adaption is critical to the overall success of Drive. The service will work closely with the Drive Partnership, the PCC, local authorities, IDVA services and local stakeholders to inform the development of a best practice delivery model for Drive and adapt practice in line with the growing evidence base on what works with Drive.



I honestly don't know where I would be without you as I have always avoided getting help, but you made me feel strong enough to access support.

JOB DESCRIPTION

Job title:	Domestic Abuse Perpetrator Panel Coordinator
Reports to:	Drive Service Manager
Working hours:	37.5 hours per week
Salary:	Band 6 -£26,736 – £30,079
Base:	Head office in Ashurst
Travel	Extensive travel in Southampton & Surrounding areas & some evening work
Contract:	Until 31 st March 2027 (with potential for 2 years + extension)

Context

Hampton Trust is a leading provider of innovative interventions, training, and education designed to break the cycle of abuse. Through a trauma-informed approach, we prioritise the safety of victims and survivors while holding individuals who use harmful behaviours to account. Our Pathways to Change interventions foster understanding, drive meaningful behaviour change, and support the rebuilding of lives. We deliver a wide spectrum of programmes, from voluntary and agency referrals to compulsory interventions linked to criminal justice. Our work creates pathways to safer futures by addressing needs, reducing harm, and promoting positive change

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 identifying gaps in service and responding with evidence-based interventions, we work strategically with local and national stakeholders and policy makers to drive long-lasting transformative change within the system.

Job Purpose

The purpose of this role is to provide high-quality organisational, administrative, and coordination support to the Drive Project, ensuring effective multi-agency collaboration, accurate data management, and smooth operational delivery. The post holder will organise key meetings and events, maintain robust information and reporting systems, and support safeguarding and risk-management processes by liaising with forums such as Domestic Abuse Perpetrator Panel (DAPP), Multi-Agency Risk Assessment Conferences (MARAC), Multi-Agency Public Protection Arrangements (MAPPA) and Integrated Offender Management (IOM). Acting as a first point of contact for enquiries, they will offer clear advice in line with Drive procedures, represent the project professionally to internal and external stakeholders, and ensure all information is handled with confidentiality and in accordance with GDPR and MOPI standards. Through proactive planning, accurate record-keeping, and efficient administrative support, the role contributes directly to the effective local implementation of the Drive Project and its commissioning requirements. The post holder will be flexible in responding to evolving service needs and able to travel across the area.

Duties and Key Responsibilities

Organisation / Planning

- Organise, schedule and attend events/service meetings/resources including equipment, people and systems
- Co-ordinate DAPP meetings
- Work closely with other safeguarding and risk management forums (e.g. Marac, Mappa, IOM) to establish pathways and processes to ensure the effective sharing of information between forums
- Plan and organise own work to contribute to Drive Project locally

Processes

- Create, store, maintain, retrieve and update records/data both manually and electronically on local and national systems
- Complete data reports for OPCC and commissioning arrangements in line with reporting requirements
- Use and understand common systems relevant to area of work to enable analysis of information and investigation of queries/problems
- Maintain confidentiality in relation to data protection issues, Management of Police Information (MOPI) standards and GDPR

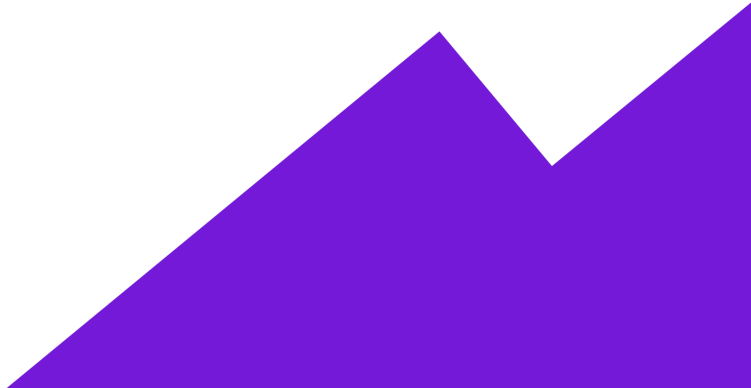
Customer Service and Representation

- To represent the Drive Project locally
- To present a positive image and service to both internal and external stakeholders at all levels

Advice and Guidance

- Receive and respond to enquiries from representatives, including complex queries related to area of work
- Provide relevant information, on the phone, face-to-face or electronic based on Drive Project procedures
- Escalate more complicated queries to Team Lead or Service Manager

Administration

- Carry out administrative duties which may include:
 - Data collation and returns
 - Word processing/keyboarding
 - Formatting documents
 - Co-ordination of office diaries
 - Secure distribution of case lists, minutes and actions
 - Filing and storage of information in compliance with GDPR
 - To operate associated machinery/equipment which may include associated information systems and telephones, within specialist units/departments to collate data to secure sustainable funding and in line with commissioning requirements
 - In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, without changing the general character or level of responsibility of the post.
 - Hold a full driving license, have access to a car and able to travel across the area as required.
 - Partake in evening and weekend work as required.
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Core Responsibilities

Health & Safety

- Demonstrate safety leadership in line with our H&S policies and safeguarding procedures
- Provide visible and proactive safety leadership in alignment with Hampton Trust's Health & Safety policies and safeguarding procedures.
- Actively participate in safety training and contribute to risk assessments.
- Use work equipment, personal protective equipment (PPE), substances, and safety devices appropriately and responsibly.

Equality & Diversity

- Champion Hampton Trust's commitment to equality, diversity, and inclusion by fostering an open and inclusive culture for staff, partner agencies, and clients.
- Treat all individuals with respect, valuing their unique contributions and encouraging personal and professional growth.
- Demonstrate cultural awareness and sensitivity to diverse perspectives.
- Maintain a proactive and dedicated approach to promoting equality and diversity in all aspects of work.

Information Governance

- Comply with Hampton Trust's GDPR policies and procedures, ensuring the secure handling of financial and personal data within your control.
- Maintain strict confidentiality regarding all personal, sensitive, or private information related to clients, staff, and partner organisations.

Impact and Participation

- Actively support the mission, values, and ethos of Hampton Trust, working collaboratively across teams and contributing to shared goals.
- Ensure all work processes comply with ISO 9001:2015 quality management system requirements.
- Engage fully as a member of the Domestic Abuse Services Team, communicating effectively and planning tailored approaches to support individual needs and promote positive change.
- Stay informed about developments within Hampton Trust and use your expertise to raise awareness of relevant issues with the CEO and Management Team.

Other Responsibilities

- Undertake additional duties as required, in line with the overall scope and responsibilities of the role, demonstrating flexibility and a commitment to organisational needs.

	Essential/ Desirable
Must be computer literate and proficient in Microsoft applications.	
Strong organisational skills, with the ability to manage a high volume of work efficiently and effectively within agreed timescales	
Able to demonstrate flexibility and adaptability in a pressurised environment	
Must have excellent, verbal and written communications skills including report writing	
Competent numerical skills with the ability to interpret data and present findings clearly (e.g. GCSE maths or equivalent qualification)	
Excellent interpersonal skills, able to develop and maintain positive professional relationships	
Knowledge	Essential/ Desirable
Understanding of the dynamics and behaviours displayed in relation to perpetration of domestic abuse.	
Understanding of risk, risk management and safeguarding	
Knowledge and understanding of statutory and non-statutory offender management	
Knowledge and understanding of root causes, impact and prevalence of violence against women and girls, domestic abuse and sexual violence	
Experience	Essential/ Desirable
relevant experience relating to Violence against Women and Girls and / or Offender Management	
Experience of case management or police data systems	
Personal attributes	Essential/ Desirable
Public Service	
Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests	
Understands the expectations, needs and concerns of different communities and strives to address them	
Understands the impact and benefits of a needs led approach for different communities and identifies the best way to deliver services that meet individual needs	
Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests	
Understands the expectations, needs and concerns of different communities and strives to address them	

Professionalism	
Acts with integrity, in line with values of multi-agency working	
Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required	
Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour	
Remains calm and professional under pressure, defusing conflict	
Acts with integrity, in line with values of multi-agency working	
Leading Change	
Positive about change, adapting different ways of working and encouraging flexibility in others	
Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas	
Takes an innovative and creative approach to solving problems	
Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge	
Positive about change, adapting different ways of working and encouraging flexibility in others	
Managing Performance	
Understands the organisation's objectives and priorities and how own work fits into these	
Plans and organises tasks effectively to maintain and improve performance	
Decision Making	
Gathers, verifies and assesses information to gain an accurate understanding of situations	
Considers a range of possible options before making clear, timely, justifiable decisions	
Reviews decisions considering new information and changing circumstances	
Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate	
Working with others	
Works co-operatively with others to get things done, willingly giving help and support to colleagues	
Explains things well, ensuring instructions are understood and talks to people using language they understand	

Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively	
Able to negotiate and persuade others by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations	
Is courteous, polite and considerate, showing empathy and compassion	
Deals with people as individuals and addresses their specific needs and concerns	
Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances	
Works co-operatively with others to get things done, willingly giving help and support to colleagues	
Other Requirements	Essential/ Desirable
Commitment to equality, diversity and trauma-informed practice	
Full Clean Drivers License and access to own car	
Qualifications and Training	Essential/ Desirable
Relevant degree, vocational qualification or equivalent experience	
Training in MI, trauma-informed practice, or DA intervention models	

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 7 (entry level) to Band 1 (Chief Executive) and we offer continuous training to support you in your development.

Other Benefits

- Smart casual dress
- Contribution pension scheme – NEST with 3% company contribution.
- 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 leave 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

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**

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