



Job Description: IDVA

Job Title:	IDVA
Contract:	Permanent
Grade/Salary:	Salary from £26,000 depending on experience
Working hours:	35 hours
Work location:	Based at Advance Hammersmith office or in co-locations across Hammersmith & Fulham, Kensington and Chelsea, and Westminster

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

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 and police vetting

Job Summary:

Advance delivers nationally accredited, quality marked services in Hammersmith & Fulham, Westminster and Kensington & Chelsea. We work within a coordinated partnership response to violence against women and girls in these three boroughs as part of the Angelou Partnership, within the partnership Advance provides independent domestic violence advocacy and support for women, children and young people who have experienced domestic abuse.

The IDVA will work within a dynamic, fast paced, crisis intervention, advocacy and support service to ensure the voice of survivors informs every stage of the process. In some roles the IDVA may provide specialist support in for example housing or health, but they will always work within a team to make proactive contact and provide high quality advocacy and support based upon a client led needs and risk assessment to women from age 13, focusing on working with those aged 18 and over who access the domestic abuse service. They will advise women on criminal justice and civil remedies and related matters, support women to attend court where necessary, and coordinate the provision of multi-agency support. The post holder will work within the three boroughs and may be co-located with other agencies under the guidance of team and programme managers. The post holder will hold a caseload of survivors within the three boroughs and will also be required to work as part of Advance's duty team based in Hammersmith on a rota basis which will involve completing intake assessments and providing crisis intervention support.

The post holder will have an excellent understanding of domestic abuse and its effects on women and children, and of best practice within the domestic abuse sector. As an experienced domestic

violence advocate who has worked with complex and multiple needs, the post holder will be skilled in risk management and safety planning, remaining calm in a crisis and in handling sensitive information on a daily basis. Experience of direct work with female survivors of domestic violence and of working within safeguarding procedures is essential for this post, as is the need to adopt and promote a strong partnership approach to service provision.

Main Duties and Responsibilities:

1. Ensure effective access to the service for women and girls and encourage their engagement with services, through multi agency working and service flexibility.
2. Hold a caseload and work on a rota basis within the team to conduct comprehensive assessments of needs and risk for women experiencing domestic violence referred to our services, carry out short and longer term risk management, safety planning and support; and identify and refer to services appropriate to their needs, including attendance at specialist/dedicated courts and MARAC as required.
3. For roles providing specialist support, work with the appropriate service providers and the local councils to introduce the service and encourage practitioners to identify domestic violence, respond appropriately and refer to the service. This will include being co-located within the services for up to four days a week and offering briefings and information to upskill staff within the service and improve their response to domestic abuse
4. Develop and deliver support plans that include delivery of high-quality face-to-face or telephone crisis intervention, information, advocacy and support, in respect to criminal and civil remedies, housing, health, welfare rights, children's legislation and other appropriate interventions.
5. Advise women of their rights and options for seeking help and support from other agencies, making referrals and co-ordinating the provision of multi-agency support where necessary, and proactively advocate ensuring barriers to accessing support and protection are minimised.
6. Proactively assess the needs and safety of any children that women using the service may have, ensure that any risks/needs identified are addressed directly with the woman, and take appropriate action to safeguard them.
7. Proactively assess the needs and safety of women at risk, giving due regard to Adult at Risk policies and procedures.
8. Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary.
9. If a client is involved in the criminal justice system as a witness, provide them with information, advocacy and support as cases progress through the criminal justice system, supporting them to apply for special measures and to give impact statements, to

maximise their safety to help them give best evidence and accompanying women to court where necessary

10. Work with the Director, Team Manager and Data Insights Analyst to ensure all monitoring and evaluation for the project is accurate and fully maintained, keeping managers informed of any issues and successes.
11. Ensure that agreed case recording and monitoring systems are kept up to date and secure, and write internal and external reports where required, including for safeguarding conferences, team meetings, managers and others as required.
12. Participate in multi-agency working and focus groups when requested to do so, and follow through on agreed appropriate actions that arise from these.
13. Work effectively as a member of the Advance Domestic Abuse team and in close collaboration with partner services, Minerva keyworkers and external agencies.
14. Use appropriate institutional advocacy to maximise positive outcomes and use the appropriate reporting mechanisms to highlight persistent or recurring issues that arise.

General duties:

15. At all times protect the safety and security of Advance service users, staff, volunteers and buildings, and the confidentiality of records and other information in line with data protection requirements.
16. Be responsible for personal learning and development, keeping up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.
17. Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual work plans.
18. Ensure the effective implementation of Advance's Safeguarding policy, Health & Safety policy, Equality & Diversity policy and other policies and procedures, and uphold the core values of Advance.
19. Uphold the rights of women, children and young people, advocating vigorously for them whilst offering protective strategies, and appropriate safe services.
20. Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.

This job description is a guide and not an exhaustive list of all responsibilities the post holder may have over time. It sets out the duties of the post at the time when it was drawn up and will be reviewed periodically. 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

A = Application Form I = Interview

KNOWLEDGE AND QUALIFICATIONS:

1.	A relevant qualification or training, for example in domestic violence, criminal justice, law, social work or other related area.	A
2.	A thorough understanding of violence against women and girls with a particular focus on the dynamics of domestic violence (physical, emotional and sexual violence, so-called 'honour- based violence', forced marriage, stalking and harassment) and its impact on women, children, families and communities.	A/I
3.	An excellent understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and	A/I
4.	Thorough knowledge of safeguarding practice, procedures and legislation.	A/I

EXPERIENCE:

6.	Experience of supporting women who have experienced domestic violence, forced marriage or so-called 'honour'-based violence.	A/I
7.	Experience of risk and needs assessment and safety and support planning, particularly with clients with complex/multiple needs.	A/I
8.	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	A/I

SKILLS:

10.	Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	A/I
11.	Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	A/I
12.	Ability to network, influence, problem-solve and apply solution-focused approaches to increase access and safety, facilitating positive outcomes for women and	A/I
13.	Ability to work well within a team and on your own initiative, and experience of maintaining professional boundaries with clients and partner agencies.	A/I
14.	Flexible, proactive approach and a good ability to prioritise work.	A/I
15.	Good crisis management skills and the ability to work effectively under pressure and to deadlines.	A/I
16.	Good data collection, monitoring and IT skills, including word processing and experience of using databases and spreadsheets.	A/I
17.	Good report writing skills, including preparing reports for courts, case conferences and information for Multi Agency Risk Assessment Conferences (MARACS).	A/I

GENERAL:

18.	Ability to work co-operatively with colleagues, in statutory and non-statutory	A/I
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19.	Clear boundaries and a willingness to accept line management and make effective use of supervision.	A/I
20.	A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice, and health and safety procedures.	A/I
21.	A good understanding of cultural issues and equal opportunities.	A/I
22.	A firm commitment to women, children's and young people's rights and to working within Advance's framework and its core values.	A/I
23.	Willingness to carry out the policies and procedures of Advance and to work to agreed guidelines and codes of conduct.	A/I

Updated February 2020