

# Job Description and Person Specification (JDPS)



<b>Independent Domestic Violence Advisor (IDVA)</b>	
<b>REPORTS TO:</b>	Operations Manager
<b>ANNUAL SALARY:</b>	£26,925.44 <i>Rising by 4% upon successful probationary period</i>
<b>CONTRACT:</b>	Fixed-term until 8 <sup>th</sup> April 2027
<b>HOURS:</b>	Full time, 37 hours per week
<b>BASE:</b>	Stockport location, with regular travel required across the Borough
<b>CHECKS:</b>	<ul style="list-style-type: none"><li>• Satisfactory Enhanced DBS check</li><li>• Valid 'Right to Work' document</li><li>• Professional references covering the last two years</li></ul>

## MAIN PURPOSE OF THE POST:

Working as part of a partnership with Stockport Without Abuse (SWA), Talk, Listen, Change (TLC), Age UK Stockport, and Stockport Homes, the IDVA will work closely with the Operations Manager and other team leaders, co-ordinating and contributing to the provision of a high quality domestic abuse support service, promoting user independence whilst ensuring high service standards are achieved, maintained and continuously improved.

The Independent Domestic Violence Advisor (IDVA) will provide high quality frontline support to victims of domestic abuse, delivering a proactive service to those at high-risk while meeting their identified needs. The post holder will work collaboratively within a multi-agency framework consisting of, amongst others, the MARAC partners, Stockport Community Safety Partnership, Children and Adult Safeguarding services, and local partners and community projects, to establish a multi-agency response to domestic abuse. The post holder will support victims through utilising the Criminal Justice System (CJS) prior to, and during and after court hearings; ensuring that they are supported and informed of legal options and implications.

## MAIN TASKS AND RESPONSIBILITIES:

*The following details reflect the content of the post at the date prepared. The post holder will be expected to adopt a flexible approach to the duties which may have to be varied, after discussion with the post holder, subject to the needs of the safeguarding partners and in keeping with the general profile of the post. Consequently, this job description may be revised from time to time.*

- Co-ordinate and contribute to the provision of a high quality DA support service and promote user independence, ensuring high service standards are achieved, maintained and continuously improved.
- Identify the risks to, and needs of domestic abuse victims using a Safelives recognised risk assessment.
- Focus on and prioritise high risk cases and provide a pro-active, short to medium term crisis intervention service through individual safety planning and personal support.
- Work with high risk victims of domestic abuse to help them access services to keep them and their children safe.
- Advocate for high risk victims with agencies, who can help to stop the domestic abuse via the provision of advocacy, emotional and practical support and information in relation to legal options, housing, health and finance.
- Work in conjunction with MARAC on identified client needs and with Criminal Justice System to support the victims prior to, during and after court hearings; ensuring they are informed of legal options, legal implications and court decisions, including bail and contact conditions.
- Work using a co-ordinated approach with key agencies to address the safety of high risk victims to ensure that individual safety plans are synchronised, particularly through the MARAC.
- Manage a caseload ensuring that each client receives the appropriate service individual to their needs.
- To manage and take actions to mitigate risks to the client.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse present in their personal situation and support them to regain control of their lives.
- Contribute fully to the preparation, interventions and case planning at the MARAC; maintaining an independent role on behalf of the client and any children
- Work in collaboration with stakeholders and partners to actively help and support the identification and reduction of safeguarding risks to vulnerable residents of the borough.
- Respond to queries from a wide range of stakeholders, including internal and external users and partners in an efficient and courteous manner, using initiative and creative skills to respond in a way that focusses on problem solving through a flexible approach.
- In conjunction with your line manager, carry out regular case management reviews based on a review of risk and abuse which will feed back into action planning for the further progression, signposting or closure of cases.
- Provide an advice and information service to male victims of domestic abuse in crisis. Offer short-term interventions in order to manage safety and give individuals the knowledge to navigate their way through the legal and civil options for victims; signposting to other

agencies as necessary.

- Deliver relevant activities and models of intervention to raise awareness of and reduce incidences of domestic abuse.
- Maintain clear and accurate recording of client notes, written reports and monitoring forms, information and evidence retrieval and contribute to organisational reporting on outcomes. To be fully compliant in recording information on the organisation’s adopted data system.
- Support the organisation with its prevention, education and social policy agenda to the wider public; including being part of a rota to deliver domestic abuse awareness training to multi-agency groups or take part in community events with our partners.
- Abide by health and safety regulations and take responsibility for own safety and that of service users, colleagues and visitors
- Work within a small team in a flexible manner in order to meet the needs of the service and that of a small not for profit organisation
- Participate in, and deliver training, supervision and staff training as required
- Understand and adhere to policies, procedures and protocols as set out by Stockport without Abuse within the context of multiagency care plan approach
- To work within the principles of Women’s Aid Federation, England, protect the integrity and reputation of Stockport Without Abuse and ensure a high quality service is offered to victims of domestic abuse
- To carry out any other duties which may vary from time to time as may reasonably be required within the general level of responsibilities of the post.

PERSON SPECIFICATION			
ATTRIBUTE	ESSENTIAL	DESIRABLE	IDENTIFIED
<b>EDUCATION</b> <b>TRAINING</b> <b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good level of general education.</li> <li>• Excellent Confident standard of literacy, numeracy and IT competency.</li> <li>• Strong case management skills.</li> <li>• Awareness of the impact of crime on victims, witnesses and the wider community.</li> <li>• Sound knowledge of impact of abuse and Trauma on victims.</li> <li>• Awareness of the legal and housing issues affecting</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• IDVA qualification.</li> <li>• Understanding of complex needs.</li> </ul>	Application form and interview

PERSON SPECIFICATION			
ATTRIBUTE	ESSENTIAL	DESIRABLE	IDENTIFIED
	<p>families escaping domestic violence.</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the criminal and civil justice systems, safeguarding children and vulnerable adults and associated legal responsibilities.</li> <li>• Completion of Safelives training or equivalent.</li> </ul>		
<p><b>RELEVANT EXPERIENCE (Paid or Voluntary)</b></p>	<ul style="list-style-type: none"> <li>• Experience of working with high risk victims of domestic abuse and victims.</li> <li>• Experience of providing advice, support and direct assistance to victims of domestic abuse.</li> <li>• Experience of holding a complex caseload.</li> <li>• Experience of crisis management.</li> <li>• Experience of completing risk assessments and creating safety plans with victims of domestic abuse.</li> <li>• Experience of supporting victims referred into MARAC through the criminal justice system.</li> <li>• Experience of supporting BAME victims.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of conducting risk assessment and safety plans with victims with drug, alcohol or Mental Health issues.</li> <li>• Experience of implementing Trauma Informed interventions.</li> <li>• Experience of delivering training to professionals.</li> </ul>	<p>Application form and interview</p>
<p><b>SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate positively and assertively with people at all levels e.g. client discussions, court proceedings, professional meetings etc.</li> <li>• Planning and organisational skills, and the ability to manage multiple tasks and prioritise.</li> <li>• Ability to work in partnership</li> </ul>		

PERSON SPECIFICATION			
ATTRIBUTE	ESSENTIAL	DESIRABLE	IDENTIFIED
	<p>across different organisations under a one service approach.</p> <ul style="list-style-type: none"> <li>• Ability to write and present reports, undertake calculations, produce letters and other documentation.</li> <li>• Ability to analyse situations, diagnose problems and take a problem solving approach with and alongside clients and others, to produce a solution focused outcome.</li> </ul>		
<p><b>PERSONAL ATTRIBUTES &amp; OTHER FACTORS</b></p>	<ul style="list-style-type: none"> <li>• Ability to reflect on own practice.</li> <li>• Resilient and collaborative approach to team work.</li> <li>• Commitment to equality and diversity. Able to travel independently.</li> <li>• Willingness to attend role specific training.</li> </ul>		<p>Application form and interview</p>

**Charity Number: 1079291**