



Job Description

Title: Specialist & Expert Advocate – Based in Scotland

Reports to: Operations Manager

Contract: Full time – 12-month contract (with a view to extend subject to funding)

Salary: £27,450

Responsibilities

Provision of specialist and expert advocacy and specialist peer support to families.

- To advocate for and on behalf of families bereaved by fatal domestic abuse in Scotland, with a range of statutory and non-statutory service providers (e.g., those conducting reviews and inquiries, social services, police, housing etc) and to work to build good relations between all parties.
- To listen to families and establish relationships with them based on mutual respect, empathy, trust and honesty. To take steps to bring the victim(s) to the forefront of discussions with agencies and to work to ensure their memory remains present throughout.
- To open and maintain dialogue with families, to identify the challenges they face (both emotional and practical) and to identify steps to help them overcome those challenges.
- Work with families to define their objectives and to identify actions they can take to achieve their objectives. To always maintain clear communication as to how AAFDA can be of assistance.
- Discuss additional support and signpost to other organisations which are best placed to provide that support, making formal referrals where necessary.
- To facilitate small group emotional support sessions for families in locations across the country/digitally.
- Identify relevant information and signpost to other sources of information.
- To assist, where required, with training, development and delivery within AAFDA.

Statutory Reviews and Criminal Justice System

- To provide specialist and expert advocacy to help families to understand, influence and contribute to Domestic Homicide & Suicide Reviews (DHSRs) and other reviews where relevant and appropriate.
- Explain and provide written information to families on the nature of the review processes which will be instigated within the criminal justice system. Explain the importance of the role of families in these reviews, and the opportunities they will be presented with by reviews, to help families achieve objectives.
- Manage expectations amongst family members about the limitations of such review processes.
- To liaise with DHSR chairs and support families to attend, influence and contribute to meetings, attending in person where necessary.

- To operate within a policy of confidentiality when working with families, ensuring informed consent before acting on their behalf.
- Understand and operate within the limits of confidentiality when working with families, in accordance with AAFDA's safeguarding vulnerable adults and children policy.

Person Specification

- Able to express empathy and to have excellent listening skills.
- Understanding of domestic homicide and suicide reviews after fatal domestic abuse, including other relevant reviews in Scotland. A knowledge of the Scottish legal system around domestic abuse and domestic homicide and suicide reviews is essential.
- Capable of advocating for families in complex scenarios.
- Enhanced understanding of domestic abuse and fatal domestic abuse.
- Understanding the sensitivity required to provide advocacy and support to people bereaved following fatal domestic abuse.
- Able to communicate effectively - verbally and in written form.
- Ability to comply with principles of confidentiality including data protection.
- Experience of developing and maintaining administrative systems.
- Experience of working independently and remotely.
- Experience of the voluntary sector or support agency environment.
- Used to managing sensitive communications confidentially, efficiently, and effectively.
- Be able to use IT applications including Microsoft Office and other bespoke systems.
- Be able to gather, analyse, and use information and evidence from different sources.
- Able to balance competing needs and interests.
- Capable of promoting the organisation's interests and values.
- The ability to build and sustain relationships.
- Problem solving skills.

Partnership Work

- To maintain good links and contacts with other key voluntary sector partners who provide support services to bereaved families, making referrals where appropriate.
- Attend external meetings on behalf of AAFDA, representing the interests and values of the organisation and the opinions of family members.
- To provide written summaries of meetings where this is requested by management.

Policies and Procedures

- To maintain and update case files for each family, completing required monitoring information in a timely manner, and adhering to data protection requirements.
- Adhere to all AAFDA working policies.

- Provide required information in a timely manner to allow us to undertake/update Disclosure Barring Service checks.
- To participate in regular clinical supervision.

Training and Development

- Maintain an excellent knowledge of research and current trends within the field of domestic abuse and homicide prevention.
- To participate in professional development training as required.
- Liaise and work with AAFDA volunteers where appropriate.