

Job Title:	Core Police IDVA (Independent Domestic Abuse Advisor)
Service/Division:	VAWG - Brent and Ealing
Reports to:	Brent and Ealing Manager
Direct reports:	None

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

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.

Job Summary

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. 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 hold a caseload of survivors and will also be required to work as part of Advance's duty team based in Brent 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.

Key responsibilities and duties

- Ensure effective access to the service for women and girls and encourage their engagement with services, through multi-agency working and service flexibility.
- Hold a caseload and work on a rota basis within the team to conduct comprehensive assessments of needs and risk for women experiencing domestic abuse 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.
- 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.
- 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.
- 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.
- Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary.

- 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.
- Work with the Senior Services Manager, Brent and Ealing 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.
- 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.
- Participate in multi-agency working and focus groups when requested to do so and follow through on agreed appropriate actions that arise from these.
- Work effectively as a member of the Advance Domestic Abuse team and in close collaboration with partner services, Minerva keyworkers and external agencies.
- Use appropriate institutional advocacy to maximise positive outcomes and use the appropriate reporting mechanisms to highlight persistent or recurring issues that arise.
- Be responsible for your own personal learning development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans.

General Information

Performance and Quality: Ensure all work undertaken is aligned to the service/division's annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. 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: Core IDVA

E = Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
A relevant qualification or training, for example in domestic violence, criminal justice, law, social work or other related area.	E
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.	E
An excellent understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children.	E
Thorough knowledge of safeguarding practice, procedures and legislation.	E
EXPERIENCE	
Experience of supporting women who have experienced domestic violence, forced marriage or so-called 'honour'-based violence.	E
Experience of risk and needs assessment and safety and support planning, particularly with clients with complex/multiple needs.	E
Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	E
TECHNICAL/WORK BASED SKILLS	
Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	E
Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	E
Ability to network, influence, problem-solve and apply solution-focused approaches to increase access and safety, facilitating positive outcomes for women and children.	E
Ability to work well within a team and on your own initiative, and experience of maintaining professional boundaries with clients and partner agencies.	E
Good crisis management skills and the ability to work effectively under pressure and to deadlines.	E
Good data collection, monitoring and IT skills, including word processing and experience of using databases and spreadsheets.	D

Good report writing skills, including preparing reports for courts, case conferences and information for Multi Agency Risk Assessment Conferences (MARACS).	D
GENERAL SKILLS AND ATTRIBUTES	
Committed to Advance’s charity ethos and key values which are Listen and Support, Empower, Innovate, Collaborate, Quality and Accountability	E
Flexible, proactive approach and a good ability to prioritise work.	E
Ability to work co-operatively with colleagues, in statutory and non-statutory agencies.	E
Clear boundaries and a willingness to accept line management and make effective use of supervision.	E
A good understanding of the importance of confidentiality and anti-discriminatory practice, cultural issues and equal opportunities.	E