

# Refuge



**For women and children.  
Against domestic violence.**



**Health Advocate Educator  
Applicant Information Pack**

## **Introduction from the CEO**

Thank you for your interest in working for Refuge.

We have a diverse team of incredible people who work together to provide an inclusive approach to ensure that every woman who needs support when facing domestic abuse, receives it.

We do this through a combination of frontline services offering immediate safety and support to women and their children. We also lead vital work to influence and change policies and practices that impact women and girls and use public engagement and campaigning to help change societal attitudes and norms.

We know that domestic abuse will never end until it is recognised by society as the crime that it is, and there is an understanding that it is underpinned by misogyny. We will not stop until we are able to challenge and shift harmful societal attitudes as well as drive policy and practice change that is needed to end Violence Against Women and Girls (VAWG). It is only then that women and children will be free to live their lives in safety, with control over their choices and without fear.

Whatever your role at Refuge, you will have the opportunity to grow and develop as part of an amazing diverse and inclusive team of inspirational and talented people who provide vital and specialist services to women and children when their lives are in crisis. This is not always easy work, but it is essential, it is lifesaving, and it is life changing. So, whether you work directly with clients, behind the scenes, or represent Refuge to the outside world, you will be an integral part of what we do.

We look forward to receiving your application.

**Abigail Ampofo**  
**Interim CEO**





We want kind and empathic people to work at Refuge, who believe in equality, diversity, and inclusion, are experts in their area of knowledge, want to make a positive difference and improve the lives of the women and children we support.

This is an opportunity to join Refuge as a Health Advocate Educator.

We are recruiting for a Domestic Abuse Health Advocate Educator to train and provide ongoing support to GP practices and other health professionals to enable primary and secondary care staff to be able to effectively talk to their patients about domestic violence and abuse (DVA), provide early identification and offer appropriate care pathways for female and male victims of domestic violence and abuse aged 16 years and over.

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

Use of a car is essential to this role.

**Salary**

£12,552 per annum

**Employment term:**

This post is Permanent, Part Time 18.75 hours per week  
(with a Requirement for occasional 12:30-20:30 duty shift)

**Location:**

DVSW, Leamington Spa Office (Warwickshire)

**Closing Date**

09.00 am on 9 September 2024

**Interview Date**

30 September 2024

## **Employment Terms**

### **Salary**

The annual part-time salary for this role is £12,552.

Refuge is an accredited Living Wage Employer. This means that every member of staff working here will earn a real Living Wage. The real Living Wage is higher than the government's minimum, or National Living Wage, and is an independently calculated hourly rate of pay that is based on the actual cost of living. We voluntarily choose to pay the real Living Wage because we believe that a hard day's work deserves a fair day's pay.

### **Days and hours of work**

The contracted hours of work are 18.75 hours per week, from Monday to Friday. This is exclusive of an unpaid lunch for every full day worked.

### **Probation**

All appointments are subject to satisfactory pre-employment checks, further details will be provided when an offer of employment is made. The probation period for this post is 6 months.

### **Annual Leave**

Annual leave allowance is 28 days per annum plus public holidays, rising to 30 days following completion of five years' service at the start of the annual leave year. Annual leave for part-time roles is pro rata.

### **Pension**

Refuge operates a qualifying salary sacrifice pension scheme with Aegon.

### **Employee Benefits**

Refuge offers a variety of exciting opportunities to learn, develop and grow in your career. We recognise the value everyone brings to the organisation in achieving our aims, and we are dedicated to developing and rewarding our staff.

We offer all our employees a competitive benefits package including:

- Competitive salary
- Clinical supervision for all staff
- Confidential support and advice service via an employee assistance programme available 24 hours a day which provides support on a range of work and personal issues
- Enhanced sick pay leave which increases with length of service
- Excellent sector leading maternity, adoption, parental and paternity pay and leave
- Generous life cover scheme valued at four times individuals' salary and covers death in service subject to insurers approval
- Eye care e-Voucher scheme
- Cycle to Work scheme
- Discounted membership with PureGym
- Access to Perkbox providing discounts to employees on a wide range of activities and online purchases
- Opportunity to join our wide range of Equality Network Groups
- Access to free Will writing service
- The ability to apply for flexible working from day one. There will be space to discuss flexible working at interview

- Interest free loans to purchase season tickets for travel to work and/or to pay deposits to secure rented accommodation, and for professional qualifications

### **Training and Learning**

We are committed to supporting a culture that enables all staff to achieve their full potential by providing a range of professional and personal development opportunities including access to a wide range of e-learning resources.

## JOB DESCRIPTION

<b>Job Title</b>	Domestic Abuse Health Advocate Educator
<b>Directorate</b>	Service Delivery
<b>Reports to</b>	Deputy Service Manager
<b>Location</b>	DVSW, Leamington Spa Office (Warwickshire)
<b>Responsible for</b>	N/A
<b>Working hours</b>	18.75 hours per week
<b>Working pattern</b>	Wednesday afternoon's and 09:00am – 17:30pm Thursday and Friday's (with a Requirement for occasional 12:30-20:30 duty shift)

### Role Outline

The post holder will train and provide ongoing support to GP practices and other health professionals to enable primary and secondary care staff to be able to effectively talk to their patients about domestic violence and abuse (DVA), provide early identification and offer appropriate care pathways for female and male victims of domestic violence and abuse aged 16 years and over.

The post holder will work in partnership with a local clinical lead to deliver the model and will participate and support the delivery of safeguarding training and awareness raising sessions to primary and secondary care staff and other multi-agency teams where needed.

### Key Accountabilities

- Delivering high quality training to health practitioners on DVA and Violence Against Women and Girls (VAWG) dynamics, clinical enquiry, responding to a disclosure, initial risk and safety planning, referrals to the DA service and recording.
- Delivering high quality training to reception and administrative teams on DA dynamics, confidentiality, safety, and data handling.
- Ensuring primary and secondary care staff have access to DVA awareness posters and discreet cards for patients and training materials for staff.
- Providing clear guidance on safeguarding and to ensure that any safeguarding related issues are reported to the safeguarding lead within the practice and the DA Manager.
- Liaising with the integrated care board (ICB), the DA manager and Warwickshire County Council to coordinate the delivery of the quarterly Steering Group.
- Being the named contact for referrals for patients, providing support to approximately 40 clients annually and referring clients to other DA and VAWG services when appropriate or when overcapacity.
- Providing practical and emotional support to patients experiencing domestic violence and abuse, applying the principles of effective casework when supporting survivors at the highest risk and their children and to advocate for survivors to ensure their needs are met.
- Establishing the risks to and the needs of patients experiencing DA, identifying and prioritising those at the highest risk.
- Developing and delivering individual support and risk management plans to address the risk of harm to patients experiencing DA and their children, working directly with all key agency partners to ensure that their plans are coordinated through the Multi Agency Risk Assessment Conference. Advocating, both verbally and in writing, in a range of settings including in civil and criminal proceedings and with criminal justice professionals.
- Working in partnership with other agencies, including participation at the MARAC, and to contribute to the design of interventions and the design of plans which protect patients experiencing domestic violence and abuse and their children whilst maintaining an

independent role on behalf of the survivors, keeping their safety central to the plans.

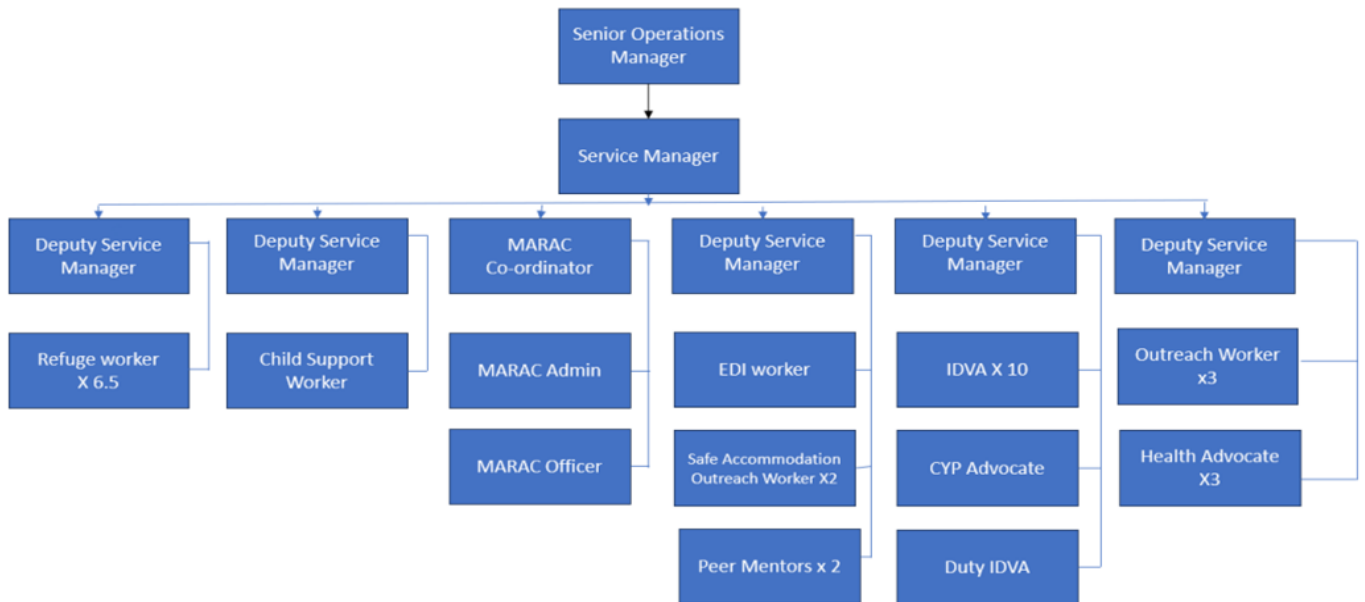
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- Preventing future homelessness amongst patients experiencing DA and their children.
- Recognising, respecting and addressing the needs of patients who face particular barriers when seeking help to access the service, including those from different ethnic and cultural backgrounds, LGBTQ+ communities, disabled people, women with complex needs and other hard to reach groups.
- Working within Refuge's quality management system following all policies and procedures.
- Being an ambassador for Refuge, working in partnership with other agencies to ensure an effective, coordinated community response to survivors of DA and their children.
- Providing training evaluations, statistical monitoring or reports as required.
- Ensuring that the views and experiences of survivors and agencies are sought actively and inform the development of the service.
- Reporting any problems/difficulties/complaints to the manager and participate in follow up investigations as required.
- Maintaining confidentiality and to ensure that professional boundaries are observed when working with survivors, staff and external bodies and to work within Refuge's Code of Conduct. Participating in the referral duty rota system, within the larger community team and manage referrals and assessments.
- Ensuring Refuge's lone working procedures are followed and report whereabouts to the DA Manager when visiting clients, or if unavailable another manager.
- Promoting and ensuring the safety and wellbeing of self and others in line with our Safeguarding Adult and Children Policies, Health & Safety Policy, together with any other requirements aimed at keeping people safe from harm in their interaction with Refuge.
- Ensuring that the confidentiality and security of information is maintained in accordance with our Confidentiality, Data Protection, IT and Security policies.
- Promoting sustainable working practices and reducing the environmental impact of Refuge's work.
- Demonstrating an understanding of and commitment to equality, diversity, and inclusion in all aspects of the role.

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

We are committed to safeguarding therefore we expect all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks (DBS) in accordance with the DBS Code of Practice for all roles. We undertake an enhanced DBS check for our roles working directly with survivors.

It is essential to the development of Refuge's service delivery that the post holder can respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.

## Team Structure Chart





## **Who Are We Looking For?**

For us it is important that you are passionate, committed and care about the work Refuge undertakes. Not all roles require previous experience in the Violence Against Women and Girls (VAWG) sector. You may be able to bring relevant experience from another industry or transferable skills from a different type of role or volunteering/community experience.

For us, a role description is a useful guide. But please don't discount yourself if you feel you don't meet all the criteria and believe you have the potential. Above all we value individuals who are committed to working hard but looking after yourself, flourish in an inclusive environment and want to make a positive difference to the communities we support.



## Person Specification

### Experience, Knowledge & Qualifications

- Good standard of general education or equivalent experience.
- Experience of developing, delivering, and evaluating training.
- Significant proven experience of providing emotional and practical support to survivors of gender-based violence.
- Experience of identifying and responding to the risks to and needs of survivors of gender-based violence.
- Experience of providing, non-judgemental, non-directive, and confidential support to women and of encouraging women to take control of their lives and set realistic objectives and goals.

### Skills

- Working knowledge of the legal system as it relates to victims of gender-based violence. And an up-to-date knowledge of criminal and civil legislation relating to gender-based violence.
- Knowledge of gender-based violence and its impact upon survivors and children.
- Understanding of multi-agency partnership structures, including the MARAC, in response to domestic violence and abuse, and VAWG.
- Working knowledge of the legal system as it relates to victims of gender-based violence. And an up-to-date knowledge of criminal and civil legislation relating to gender-based violence.
- Knowledge of gender-based violence and its impact upon survivors and children.
- Understanding of multi-agency partnership structures, including the MARAC, in response to domestic violence and abuse, and VAWG.
- Up to date knowledge of the structure of primary care services within the NHS.
- Understanding of issues relating to the safeguarding of children.
- Working knowledge of the legal system as it relates to survivors of domestic violence and abuse, gender-based violence and VAWG.
- Up to date knowledge of housing, criminal, civil and welfare rights legislation relating to gender-based violence.
- Evidence of the ability to speak up and present well-structured cases in settings such as criminal and civil proceedings.
- Demonstrable strong written and verbal communication skills; to be able to write reports, deliver presentations, and to communicate with stakeholders in a clear and effective way.
- Evidence of the ability to be an ambassador for Refuge and to communicate and work in accordance with Refuge's philosophical principles.
- Excellent negotiation and advisory skills and can apply these with a range of individuals and agencies.
- Evidence of the ability to work effectively on your own initiative, with minimal direct supervision and as part of a team.
- Evidence of the ability to manage in a crisis and to work under pressure within a stressful working environment.
- Flexible and proactive approach to working, with good organisational and administrative skills.
- Demonstrable ability to use Microsoft Office (Word, Excel, Outlook), and to collect and analyse statistics.
- The ability to be aware of the impact of their behaviour upon others, with a commitment to continuous development.
- A commitment to follow the policies, procedures and philosophical principles of Refuge and be committed to empowerment, support and equality which underpin all of the work undertaken by Refuge.

**Other**

- CAADA / SafeLives qualification.
- Experience of working in a residential setting/refuge/women's advice centre or other relevant agency.
- Experience of attending court in a professional capacity.
- Up to date knowledge of the structure of primary care services within the NHS.

**Personal Qualities**

- An interest in and commitment to the long-term success and development of Refuge.
- Acts as a role model for the organisation with integrity and a demonstrable commitment to upholding professional standards.
- Demonstrates passion and approaches all work in an enthusiastic way.
- Commitment to follow the policies, procedures and philosophical principles of Refuge and a strong commitment to feminism, empowerment, support and equality which underpin all of the work undertaken by Refuge.

## An Inclusive Workplace for All

- Our vision is to have a workforce that is reflective of the communities we serve; therefore, we actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences.
- We are committed to challenging the inequalities of society and will continue to learn and grow as an organization to ensure that we provide an inclusive and welcoming environment for all.
- We understand that people have personal lives, and these can sometimes impact on their time and availability. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives. If you need flexibility within your working hours, working pattern or location then do let us know and if the role and team can support that request, we will do what we can to support you.
- We are proud to have been awarded Disability Confident Employer. Refuge is aware that individuals with disabilities, or long-term health conditions or are D/deaf or neurodivergent are underrepresented in the sector. Refuge is committed to doing what we can to support our employees.
- We committed to paying a competitive salary for the sector because we want to help break the poverty cycle and reduce social economic barriers to those working within the sector. This is reflected in our commitment to the Show the Salary pledge and #Nongraduateswelcome and being an Accredited Living Wage employer.
- We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the sector therefore we have signed up to the VAWG Anti-Racism charter, we have an EDI Steering Group and equality, diversity and inclusion training.
- We have created a [Respect Charter](#) to complement our values to support our EEDI journey in creating an inclusive and respectful environment both within Refuge and beyond.
- Furthermore, we have seven Employee Network Groups providing a safe space for staff to share their lived experiences and to challenge us as an organization to do better.

These groups are:

- Mental Health and Wellbeing
- LGBTQI+ Shine
- Anti-Racism
- Allies
- Families
- Women's
- Disability and Neurodiversity Matters

## How To Apply

### Key Information and Deadlines

To apply please access our online application form via our website:

<https://refugecareers.ciphr-irecruit.com/Applicants/vacancy>

**Applications must be completed and submitted by 09.00am on 9 September 2024**

- If you have any questions or want to discuss the post before applying, please contact us via email to [recruitment@refuge.org.uk](mailto:recruitment@refuge.org.uk)
- You can also find out more information about Refuge at [www.refuge.org.uk](http://www.refuge.org.uk)

**Interviews will take place via video conference on 30 September 2024.**

### Completing your application form

What matters most to us when recruiting new members to join the Refuge team, is the inclusive attitude and relevant experience you will bring to the organisation and the role, and how you will support our values of: *A FEMINIST FORCE FOR GOOD, NEVER SHY AWAY, BUILD IT TOGETHER, SHOW WE CARE, LEARN EVERY DAY*. The full values can be downloaded from our [website](#)

Please note that we do not accept CVs for this job vacancy and all applications must be submitted via our online application form. The application process will require you to complete various sections of the application form. It is important that you complete all sections. Please do indicate N/A (not applicable) should some areas of the form not apply to you.

Your Supporting Statement section of the application form describing your skills and experience against the job description and person specification, will also be used to determine who to invite for an interview. Therefore, please do give clear examples of how your skills and experience are relevant to the job you are applying for, and how and where you have used them. Your Supporting Statement should not exceed a maximum of 800 words.

For example, this can be:

- Relevant experience from your present or previous jobs.
- Skills and experience gained from community or voluntary work, work experience, leisure interests and activities in the home.
- Education and the training you have received.

We would like to thank you in advance for expressing an interest in working for Refuge. We look forward to receiving your application.

### Applications from Refuge Service Users and Survivors

Former Refuge service users and other survivors supporting Refuge in its external work including for fundraising, policy, media and press can apply for all externally advertised job vacancies.

Survivors that are currently using our services cannot apply for Refuge job vacancies. This restriction is for the survivor's safety and to ensure there is no conflict of interest.

A confirmation of a conditional job offer to a former service user will be subject to a risk assessment. Where significant risks to Refuge and other service users cannot be mitigated, we may not be able to make a conditional offer of employment. If successful in securing the role, their data on Impact will be protected.

### **Our commitment to inclusive recruitment**

Our People and Culture team will remove your name, address and date of birth before forwarding your information for shortlisting. Your education is only considered if it is a requirement of the role.

We want Refuge to be an organisation that is reflective of the society we are based in, therefore, we are committed to growing our diverse workforce. The information you provide on the diversity monitoring form is confidential and helps the People and Culture team to understand where you would have seen the role and how we may need to do better in ensuring everyone who wants to work for Refuge is aware of the opportunities as they arise.

### **Other information**

Safeguarding is vital to our work, and we strive to prevent harm and promote and protect the welfare and safety of all adults and children that come in contact with the organisation. We have a collective responsibility to take a do no harm approach by prioritising the safety and wellbeing of the women and children accessing our services, as well as ensuring a duty of care to our staff and volunteers.

As part of this responsibility, we undertake basic disclosure checks (DBS) for all roles in accordance with the Codes of Practice and in line with our Recruitment of Ex-Offender and Disclosure Barring Services Checks Policy, and for our roles working directly with survivors, at an enhanced level check. Applicants are encouraged to apply for job vacancies, having a spent or unspent conviction will not automatically exclude you from being offered the role. If you are successful in securing the role, we will hold an open and measured discussion about any convictions that might be relevant to the role. Our Recruitment of Ex-Offender and Disclosure Barring Services Checks Policy is available to applicants on request.

### **Data Protection Act**

Refuge is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes immediately.

