



Job Title: Early Help IDVA  
Service/Division: Violence Against Women and Girls  
Reporting to: Service 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 Early Help domestic violence project aims to embed early intervention and domestic violence homicide prevention best practice into a multi-agency whole family approach response to lead to better outcomes for those involved including children. The purpose of the Early Help IDVA role is to work closely with Early Help / Family solutions and Brent Family Front Door / MASH to support women who have had Early Help intervention due to domestic violence.

The post holder will be co-located within Brent Early Help and will help raise the team's awareness, identification and response to those experiencing domestic violence, the post holder will jointly work with Early Help Practitioners on cases to support service users and improve partnership responses. The post holder will have an excellent understanding of domestic violence and its effects on women and children. The post holder will also have an understanding of children's social care and care proceedings. 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, of supporting women involved with Children's Social Services and Early Help, 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**

- Provide high-quality telephone or face to face crisis intervention, information, advocacy and support to women and young people referred to the service, in respect to risk management and safety planning, criminal and civil remedies, housing, health, welfare rights, and children's legislation.
- Assess the needs and risks of survivors, carry out short and longer term risk management, safety planning and support and identify and refer to services appropriate to their needs, including MARAC.
- Provide women with information, advocacy and support while they are engaged with Brent Early Help's team, supporting them to engage with the intervention and supporting them to maximise their safety.
- 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 to ensure barriers to accessing support and protection are minimised.
- Work proactively and in co-operation with Early Help to keep the client's perspective and safety at the centre of proceedings, maintain referral routes and increase access and earlier intervention resulting in

better results for the family. Attend TAC Meetings in order to share information and increase engagement.

- Work proactively to raise awareness and upskill professionals within Early Help and work with colleagues to successfully develop and deliver training.
- Proactively assess the needs and safety of any children that women using the service may have and ensure that any risks/needs identified are addressed directly with the woman.
- Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary, such as the monthly Early Help Panel.
- Keep the service manager and Early Help links informed of any issues and successes.
- Work in partnership with Early Help and other key agencies.
- Ensure that agreed case recording and monitoring systems are kept up to date and secure.
- Participate in multi-agency working and focus groups when requested to do so, and follow through on agreed appropriate actions that arise.
- Where requested, work with the IDVA Service Manager, and Early Help Management to conduct regular reviews of compile ad-hoc reports if necessary

#### General duties:

- At all times protect the safety and security of the Advance, service users, staff, volunteers and buildings, and the confidentiality of records and other information in line with data protection requirements.
- Proactively assess the needs and safety of children and women to ensure that any risks/needs identified are addressed, having full regard to Advance's Safeguarding Children's policy and Safeguarding Adults at Risk policy and complying with the Local Safeguarding Children and Adults requirements.
- Be responsible for personal learning development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.
- 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.
- Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equal Opportunities and other policies and procedures and uphold the core values of Advance.
- Uphold the rights of women, children and young people who have experienced domestic violence, advocating vigorously for them while offering protective strategies, and appropriate safe services.
- Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.
- 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:**

**E= Essential and D = Desirable**

<b>KNOWLEDGE AND QUALIFICATIONS</b>	
A relevant qualification, for example in domestic violence, criminal justice, law, social work or related area.	<b>E</b>
A thorough understanding of 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	<b>E</b>
An excellent understanding of the social care system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children.	<b>D</b>
Thorough knowledge of safeguarding practice, procedures and legislation.	<b>E</b>
<b>EXPERIENCE</b>	
At least one year’s experience of supporting women who have experienced domestic violence, forced marriage or ‘honour-based violence’.	<b>E</b>
Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs	<b>E</b>
Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	<b>D</b>
Experience of working with social care agencies or in a social care setting.	<b>D</b>
At least one year experience of working in a co-located setting with another agency and providing consultations/briefings to professionals to support in upskilling them around	<b>D</b>
<b>TECHNICAL/WORK BASED SKILLS</b>	
Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	<b>E</b>
Ability to network, influence, problem solve and apply solution focused approaches to increase access and safety and facilitate positive outcomes for women and children.	<b>D</b>
Ability to work well within a team and responsibly on your own initiative, and of maintaining professional boundaries with clients and partner agencies.	<b>E</b>
Flexible, proactive approach and a good ability to prioritise work.	<b>D</b>
Good crisis management skills and the ability to work effectively under pressure and to deadlines.	<b>E</b>
Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets.	<b>E</b>
Good report writing skills, including preparing reports for courts, case conference and information for Multi agency Risk Assessment Conferences (MARACS).	<b>D</b>
<b>GENERAL SKILLS AND ATTRIBUTES</b>	

Committed to Advance’s charity ethos and key values which are listen and support, Empower, Innovate, Collaborate, Quality and Accountability	E
Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	E
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; safe practice and health and safety procedures;	E
A good understanding of cultural issues and equal opportunities	D
A firm commitment to women, children’s and young people’s rights and to work within Advance’s framework and its core values	E
Willingness to carry out the policies and procedures of Advance, and to work to agreed guidelines and codes of conduct	E
Demonstrable multicultural skills and variable approaches to equity, diversity and inclusion	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.