



Job Title:	Substance Misuse Independent Domestic Violence Advisor
Service/Division:	London Region
Reporting to:	Angelou Team Manager
Direct reports:	None
Salary:	£28,000 - £31,000
Hours:	35 hours (some working from home up to 2 days) and 17.5 hours (pro rata)
Location:	Hammersmith Office
Contract Type:	Permanent

*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 Angelou Partnership is a consortium of ten specialist organisations that have come together to support women and girls experiencing domestic or sexual violence.

We are commissioned and funded by the Royal Borough of Kensington and Chelsea, the London Borough of Hammersmith and Fulham and Westminster City Council, to deliver Violence Against Women and Girls services as part of a multi-agency coordinated community response (CCR) to survivors. This is otherwise known as the VAWG Integrated Support Service (ISS).

Angelou is designed **to give an intersectional approach to meet the diverse needs of the people in our area**. This means we see women as more than just the abuse that they have experienced, and all women and girls have different needs, experiences, identities and dreams. The way Angelou is set up and involving different services means we can meet the multiple, intersecting needs of women and help support them beyond safety to thriving.

Key Responsibilities and Duties

Provide high-quality telephone or face to face crisis intervention, information, advocacy and proactive support to women 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 and ensuring that our services are accessible to those with protected characteristics and/or facing multiple disadvantages.

Advise women of their rights and options for seeking help and support from other agencies, encouraging them to engage with 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 reduced.



Work proactively and in co operation with social care and DVIP 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.

Work proactively to raise awareness and upskill professionals within social care and work with colleagues to successfully develop and deliver training.

Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary.

Keep the service manager and social care links informed of any issues and successes.

Ensure that agreed case recording and monitoring systems are kept up to date and secure.

Participate in multi-agency working groups, focus groups, and conduct reviews of the project when requested to do so, and follow through on agreed appropriate actions that arise from the Social Care Steering Group meetings attended by Advance management.

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.

Work with the Manager s and Monitoring and Evaluation Officer to ensure all monitoring and evaluation for the project is accurate and fully maintained, and keep managers informed of any issues and successes.

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.

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.

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.

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PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
A relevant qualification, for example in domestic violence, criminal justice, law, social work or related area.	E
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.	E
An excellent understanding of legislation that correlates with domestic abuse with particular regard to legal and civil options, housing, benefits, matrimonial and children.	E
Thorough knowledge of safeguarding practice, procedures and legislation.	E
EXPERIENCE	
At least one year’s experience of supporting women who have experienced domestic violence, forced marriage or ‘honour-based violence’.	E/D
Experience of risk and needs assessment, 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; particularly social care.	E
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 Domestic Abuse.	E/D
TECHNICAL WORKBASED SKILLS	
Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	E
Excellent 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 and facilitate positive outcomes for women and children.	E
Ability to work well and cooperatively within a team and with statutory organisations, and responsibly on your own initiative.	E
Flexible, proactive approach and a good ability to prioritise work.	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 using databases and spreadsheets	E
Good report writing skills, including preparing reports for courts, case conference and information for Multi agency Risk Assessment Conferences (MARACS).	E
GENERAL SKILLS AND ATTRIBUTES	
Clear professional boundaries with clients and partners, 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	E
A firm commitment to women, children's and young people's rights and to work within Advance's framework, its core value ,and to carry out its policies and procedures	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.