

## Job Description

<b>Job Title:</b>	Domestic Abuse Specialist Advisor – Maternity Cover	<b>Department:</b>	Wiltshire Services
<b>Reports to:</b>	Childrens and Families Team Manager	<b>Salary:</b>	£23,088 - £26,164 pro rata
<b>Accountable to:</b>	Childrens and Families Team Manager	<b>Hours:</b>	22.5
<b>Responsible for:</b>	N/A	<b>Location:</b>	Wiltshire – Travel required across the county

### Main purpose of the Job

This role is part of the Wiltshire Adult Domestic Abuse Team, which provides support to people and their families who have been impacted by domestic abuse.

Working within the team, you will work directly with victims of domestic abuse, providing them with support and educational sessions to increase their safety and the safety of any of their children.

Offering support to standard to medium risk victims of domestic abuse, key tasks will include:

- To provide high quality, person centred, trauma informed support to people impacted by domestic abuse
- Being part of a team providing a whole family approach
- Support people to increase their personal safety
- Support peoples personal empowerment to take control of their lives
- Undertaking risk assessments and collaboratively developing safety plans.
- Give practical and emotional support to families who are experiencing domestic abuse in the community.
- Deliver and facilitate groups for people impacted by domestic abuse, including the Inspiring Families Course  
*(Including evening delivery where required)*

Commented [FD1]: Maybe more specific? So people know its not weekends.

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**BREAKING  
THE CYCLE  
OF ABUSE**

You will work closely with Children's Social Care, offering professional consultation regarding domestic abuse cases and attending team meetings where required. You will work closely with local Social Workers to increase the safety and stabilisation of people, by offering specialist domestic abuse educational sessions to the non-abusing parent, either in a one-to-one or group setting.

### **Main Responsibilities and Tasks**

#### **Key responsibilities:**

- Provide a high-quality, person centred, trauma informed service and empowerment to those who need it.
- Manage a caseload of standard to medium risk cases, providing virtual and face to face support.
- Complete an initial assessment of individuals' and families' needs with corresponding support plans to meet these needs so, preventing escalation of difficulties.
- Triage new referrals, ensuring comprehensive safety and safeguarding advice and guidance on initial contact.
- Undertake regular caseload review meetings with individuals and families during home and community visits to ensure they are fully supported to meet their personal goals.
- Be responsible for running groups, adhering to a clear manual and supporting second facilitators.
- Complete pre and post group assessments.
- Attend regular meetings with Children's Social Care and offer professional consultation to Social Workers regarding cases involving domestic abuse.
- Assess, manage and review risks to service users, colleagues and self, including the use of the DASH Risk Assessment, and professional judgement.
- Attend Children's Social Care multi-agency meetings such as child protection conferences and core groups, offering your professional perspective and provide written reports for Child Protection proceedings.
- Work with colleagues, health and social care professionals and multi-agency networks to evaluate caseload needs.
- Improve parents' understanding of the impact of Domestic Abuse on their child(ren) and work with the parent to provide continued support to their child(ren).
- Ensure personal safety and that of service users and other staff at all times.
- Respond to emergencies and crises including access to places of safety.
- Plan and implement activities to promote self-awareness, confidence and participation for service users.
- Enable service users to participate in the design, delivery and evaluation of services.
- Utilise evaluation and monitoring systems to ensure high standards of service are consistently achieved e.g. Insights and Orchards Database.
- Assist clients in attending legal and other appointments where necessary.
- Ensure support provided is accessible to clients in terms of location and times.

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- Facilitate and deliver group work to people impacted by domestic abuse, including evening groups on a rota basis.

**General**

- Remain up to date and concordant with organisational procedures, policies and professional code of conduct, upholding standards of best practice.
- Attend and contribute to team meetings.
- Contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness where required.
- Undertake agreed training and keep updated on changes in legislation, policy, and best practice
- To support additional duties at your team managers discretion.
- To cover duty in the event of emergencies or staff absence.

**Other**

**Confidentiality and Data Protection**

All employees must ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.

**Equality and Diversity**

FearFree is committed to encouraging equality, diversity and inclusion among our workforce and our service users, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our service users, and for each employee to feel respected and able to give their best. The role has the responsibility to ensure all duties and responsibilities are carried out in a manner which promotes FearFree' Equality, Diversity and Inclusion policy.

**Health and Safety**

All individual employees are required to promote a health and safety culture within the workplace, observe all health and safety rules and procedures and attend training courses as required and where appropriate conduct risk assessments e.g. VDU, maternity, lone working, H&S audits etc.

**Policies and Procedures**

Responsibility for formulating, updating & monitoring relevant FearFree policies & procedures, updating manuals as and when required, ensuring that support staff have appropriate access to them and record sightings of updates

All employees need to be aware of all FearFree' policies and procedures and work within them at all times.

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**Safeguarding / Disclosure and Barring Service**  
 FearFree is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and bring any concerns (whether in respect of service users or members of staff) to the attention of Safeguarding leads immediately. This role will require an enhanced DBS check.

## Person specification

Requirements		Essential (E) / Desirable (D)
<b>Education and qualifications</b>	Good standard of general education	E
	Higher level education or similar/ relevant professional qualifications	D
	Relevant training	D
<b>Experience</b>	Experience of conducting needs and risk assessments	E
	Experience of managing risk	E
	Experience of providing needs-led support to clients with a variety of support needs	E
	Experience of building and maintaining partnerships with other agencies	E
	Experience in working with vulnerable people	E
	Experience of working within a multi-disciplinary service or multi-agency network.	D
	Experience of working with victims of domestic abuse	D
<b>Knowledge</b>	Knowledge and understanding of the issues facing people who have experienced domestic abuse and its impact	D
	Knowledge of child protection and safeguarding	E
	Knowledge of domestic abuse legislation, including civil and criminal law remedies available to survivors	D
	An understanding of the needs of people from diverse backgrounds affected by domestic abuse	D
	Knowledge of relevant statutory services and legislation	D
	An understanding of confidentiality principles	E

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	Knowledge and understanding of trauma and its impact	D
<b>Skills and abilities</b>	Ability to work under pressure	E
	Ability to plan own workload, manage time effectively and deal with changing and competing demands	E
	Ability to think creatively and show initiative	E
	Ability to communicate with distressed people empathically	E
	Ability to establish and maintain appropriate boundaries	E
	Ability to establish and maintain professional working relationships with both clients and other professionals	E
	Ability to communicate effectively with a range of professionals	E
	Ability to instill confidence in other professions	E
	Strong verbal and written communication skills	E
	Ability to maintain effective administrative and monitoring systems	E
	Ability to work in a self-directed manor where required	E
	Ability to support people with a non-directive approach	E
	Ability to use email, Microsoft Office and other relevant IT systems.	E
	Reliable and trustworthy	E
<b>Attitude and presentation</b>	Efficient and punctual	E
	Non-judgmental	E
	Willingness to critically assess own performance and reflect on own practice	E
	Understanding of and commitment to equal opportunities	E
	Willingness to undertake further training as required	E
	A commitment to making a positive difference	E
	A willingness to travel across Wiltshire as and when required	E
Flexible in approach	E	

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