

**Stay Safe East**

**Job Description and Person Specification**

**Role:** Senior IDDVA (Independent Disability and Domestic Violence Advocate)

**HOURS**: 35 hours per week

**SALARY**: £32,287

**CONTRACT TERM**: Fixed term till 31 March 2025

**EMPLOYED BY: Stay Safe East**

**Managed by: VAWG Service Manager**

**Based at** 90 Crownfield Road, London E15 2BG (Hybrid workingMinimum 1 day at the office).

This post is subject to a satisfactory enhanced Disclosure and Barring Service check.   
  
**JOB DESCRIPTION**

**About the role:**

This role is a hybrid working role and is based at Stay Safe East’s office in East London for a minimum of one day a week subject to operational demand.

Stay Safe East IDDVAs work across all 33 London boroughs; thus, the post holder will work across all London boroughs under the guidance of the VAWG Service Manager.

**As Senior IDDVA you will**

* Be line managing 3-4 IDDVAs; providing them with support and regular supervision, recording and managing sickness absence, annual and other leave, maintaining up-to-date HR records, and conducting yearly appraisals, managing performance/conduct/grievance issues, undertaking probationary reviews (if applicable), maintaining oversight of the quality of the IDDVA’s work e.g. through dip sampling.
* Hold a small case load of 3-4 cases.
* Work within the social model of disability and use non-discriminatory practice.
* Have an excellent understanding of domestic violence and its effects on women, men, and children and of best practice within the sector.
* Be proficient in data collection and case work recording.
* Ensure that the services are delivered in accordance with the service specification and performance targets set by the services funders, as well as in line with SafeLives criteria for delivering domestic abuse services.
* Coordinate and monitor referrals to MARAC and other multi-agency casework panels, Adult or Child Safeguarding referrals.
* Ensure that the service prioritises the safety, security and dignity of service users and their children.
* Take the lead in crisis situations and provide advice and guidance on safeguarding issues and information sharing concerns to staff members.
* Chair weekly case review meetings.
* Assist the VAWG service manager with performance management and insights into the service.
* Assist the VAWG Service Manager with data collection, data analysis and problem solving.
* Deputise for the VAWG Service Manager in her absence.
* Ensure that the Duty service runs effectively, maintaining referral pathways, ensuring that documents and procedures are in place and embedded into working practice supporting those covering duty as required.
* You will also contribute to duty work, conducting calls and initial assessments and responding to crises, working within the team to make proactive contact and provide high quality advocacy and support based upon a client led needs and risk assessment to women referred to our service.
* Be an experienced domestic violence advocate who has worked with complex and multiple needs and will be skilled in risk management and safety planning, remaining calm in a crisis and in handling sensitive information on a daily basis.
* Have experience of direct work with female and male 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.
* Understand the needs of disabled clients and the barriers to safety that they face.
* To work with the VAWG Service Managers to coordinate client satisfaction surveys, analyse and write up the results.

**General duties:**

* 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.
* To ensure that all service delivery by the team meets expected Quality Standards
* To ensure that clients’ access, communication, and cultural needs are met by Stay Safe East’s VAWG team.
* To ensure confidentiality and sensitivity in line with Stay Safe East policies, Community Legal Service, MARAC, and other guidelines.

**How to apply**:

To apply for this role please send us an up to date CV (No longer than 2 pages)and a cover letter no longer than 2 pages or no more than 1500 words demonstrating your knowledge, skills and experience outlined in the person’s specification.

**Person Specification: Senior IDDVA**

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| **Knowledge and Qualifications** | Essential criteria (E) or desirable (D) | Method of Assessment Application (A) or Interview (I) |
| A relevant qualification or training, for example in domestic violence, criminal justice, law, social work or related area or equivalent experience. | E | A |
| Accredited IDVA or ISVA qualification preferred. | D | A |
| A thorough understanding of VAWG and its impact on women, children, families, and communities. | E | A/I |
| An excellent understanding of the criminal justice system and relevant legislation with particular regard to disability, legal and civil options, housing, benefits, matrimonial and children | E | A/I |
| Thorough knowledge of safeguarding practice, procedures, and legislation. | E | A/I |
| **Experience** | | |
| Experience of supervision/coaching of staff or volunteers, of managing performance and achieving targets through review of individual and team practice | E | A/I |
| Experience of casework or advocacy work, and of liaising with statutory services | E | A/I |
| Experience of supporting women who have experienced VAWG in an IDVA role or equivalent. | E | A |
| Experience of risk and needs assessment, safety, and support planning, particularly with clients with complex/multiple needs | E | A/I |
| Knowledge and understanding the experiences and barriers faced by disabled survivors of VAWG and other forms of abuse. | E | A/I |
| Excellent understanding of VAWG and intersectionality. | E | A/I |
| Understanding of the social model of disability and ability to apply this model to advocacy work. | E | A/I |
| Experience of partnership working and of maintaining excellent working relationships with a range stakeholders. | E | A/I |
| Effectively managing a small caseload | E | A/I |
| **WORK BASED SKILLS and Abilities** | | |
| Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds. | E | A/I |
| 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 | A/I |
| Good crisis management skills and the ability to work effectively under pressure and to deadlines. | E | A/I |
| Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets | E | A/I |
| Good report writing skills, including preparing reports for courts, case conference and information for Multi agency Risk Assessment Conferences (MARACs). | E | A/I |
| Ability to work flexibly, sensitively and in partnership with disabled people from all backgrounds experiencing difficult situations | E | A/I |
| Assertiveness and a problem-solving approach when dealing with other professionals and addressing barriers faced by our clients and the casework advocates | E | A/I |
| Ability to show empathy but maintain objectivity when faced with people in distress | E | A/I |
| **GENERAL SKILLS AND ATTRIBUTES** | | |
| Ability to work well within a team and responsibly on your own initiative, and to maintain professional boundaries with clients and partner agencies. | E | A/I |
| Flexible, proactive approach | E | A/I |
| Ability to maintain confidentiality | E | A/I |
| Work co-operatively with colleagues, in statutory and non-statutory agencies | E | A/I |
| Lived experience of disability | D | A |