**JOB DESCRIPTION**

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| **POST TITLE** | BAMER Independent Domestic Violence Advisor (IDVA) |
| **HOURS** | Full time - 37.5 hours per week plus on call rota duty |
| **SALARY** | IDVA Qualified £28,428.08 FTE per annum qualified  IDVA Unqualified £24,973.54 FTE |
| **DURATION** | Permanent |
| **REPORTS TO** | Operations Manager/Senior BAMER Service IDVA |
| **RESPONSIBLE FOR** | No direct line reports |
| **LOCATION** | Harlow/Hybrid |

**JOB PURPOSE:**

The post holder will be responsible for working in partnerships to develop and deliver a Black Asian and Minority Ethnic Refugee (BAMER) community-based support service for individuals experiencing domestic abuse within South and West Essex, Southend and Thurrock. The post holder will be responsible for supporting mainly, but not exclusively, individuals from Black and Minoritised communities who have experienced domestic abuse including ‘so called’ honour-based abuse, forced marriage and female genital mutilation and or insecure immigration status.

**MAIN DUTIES:**

1. Identify any safeguarding issues within the services for adults at risk and/or children and follow organisational safeguarding procedures to ensure the swift reporting of concerns to social services and taking any internal actions necessary.
2. In line with the new Domestic Abuse Act, assess children’s needs as victims in their own right, making referrals to Children’s Services for specialist interventions where necessary.
3. Provide services to support individuals from BAMER groups who have experienced domestic abuse including ‘so called’ honour-based violence, forced marriage and female genital mutilation and or insecure immigration status.
4. Risk assess new referrals for the service using the Save Lives DASH (Domestic Abuse, Stalking and Honour-Based Violence) tool and make referrals for high risk individuals as per the local MARAC arrangements.
5. Provide agile safety planning for each referral which recognises the dynamic nature of risk within domestic abuse situations.
6. Formulate client-led, holistic support plans and advocate for clients in a range of areas including housing, health, social services, legal and civil orders and children.
7. Advocate for the specialist cultural needs of BAMER women and children referred to refuge within the partnership portfolio.
8. Deliver awareness raising of domestic abuse within local BAMER community groups and support services.
9. Deliver training to statutory and voluntary sector professionals.
10. Identify BAMER groups and relevant contacts within these communities and seek to understand the difficulties which prevent them from receiving support from domestic abuse providers.
11. Ensure the timely input of data into the online case management tool for effective reporting of outputs and outcomes.
12. Support the attainment and maintenance of quality standards including Women’s Aid National Quality Standards.
13. Act in a professional manner at all times, communicating effectively, building and sustaining effective and appropriate relationships at all times with survivors, colleagues and partners.
14. Manage a case load ensuring each survivor receives a responsive and appropriate service individual to their needs.
15. Support the empowerment of the survivors and assist them in recognising the features and dynamics of domestic abuse present in their situation, and help them regain control of their lives.
16. Support high risk survivors at court hearings relating to the domestic abuse they have experienced.
17. Ensure that all safeguarding measures are delivered in respect of the service-users and their children and that at all times you adhere strictly to policies and procedures in respect of safeguarding vulnerable adults and children.
18. Support colleagues and partner agencies, through awareness raising, providing training and institutional advocacy.
19. Respect and value the diversity of the community in which the service works in, and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.
20. Remain up to date and compliant with all organisational procedures, policies, and professional codes of conduct and uphold standards of best practice.
21. Participate as required in the delivery of contingency plans outside of the normal shift pattern.
22. Participate in Health and Safety procedures to ensure a safety-first workplace culture is maintained.
23. Regularly update knowledge around domestic abuse, interpersonal violence and the wider VAWG context.
24. Maintain strict confidentiality, professional boundaries and security procedures
25. Participate in Health and Safety procedures to ensure a safety-first workplace culture is maintained.
26. Regularly update knowledge around domestic abuse, interpersonal violence and the wider VAWG context.
27. Maintain strict confidentiality, professional boundaries and security procedures.

**GENERAL**

1. Identify own training and development needs and participate in all training courses relevant to the organisation’s commitment to providing high quality services.
2. Work at all times with due regard to the policies and procedures of the organisation including financial regulations, participating in the development and amendment where required.
3. Willingness to work outside normal working hours including evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.

**OTHER:**

1. The post is subject to a DBS disclosure which will be carried out at appointment of a candidate.
2. The post is subject to completion of a six-month probationary period.
3. Must be mobile to visit sites and work across the whole contract area as required.
4. Post is open to women only under the Equality Act 2010, Schedule 9, Part 1.

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**PERSON SPECIFICATION**

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| **EXPERIENCE** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Experience of identifying safeguarding concerns and reporting concerns in line with local policies and procedures | E | Application Form/Interview |
| Experience of working with individuals experiencing domestic violence and abuse | E | Application Form/Interview |
| Demonstratable experience of working BAMER communities and excellent understanding of the issues they face | E | Application Form/Interview |
| Experience of multi-agency partnership working and representing organisations at external meetings and conferences | E | Application Form/Interview |
| Experience of providing workshop, group work and training to professionals | D | Application Form/Interview |
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| **KNOWLEDGE AND UNDERSTANDING** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Comprehensive knowledge of the principles and wider procedures relating to safeguarding | E | Application Form/Interview |
| Knowledge of requirements relating to storage and retention of case notes such as Child Protection and Child in Need documentation | D | Application Form/Interview |
| Excellent understanding of all inter personal violence (including the Power and Control Wheel) | E | Application Form/Interview |
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| Understanding of diversity issues and able to work with an anti-oppressive approach | E | Application Form/Interview |
| **SKILLS AND ABILITIES** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Ability to bring honesty and integrity to practice and relationships across all areas of work | E | Application Form/Interview |
| High levels of cross-cultural communication skills and an understanding of linguistic needs of clients | E | Application Form/Interview |
| Ability to risk assess individuals experiencing domestic abuse using the DASH tool, including S Dah and H Dash | E | Application Form/Interview |
| Ability to work under own initiative and also in partnership with colleagues | E | Application Form/Interview |
| Ability to work flexibly and to travel for appointments | E | Application Form/Interview |
| Ability to work collaboratively with other members of other broader BAMER groups within the borough | E | Application Form/Interview |
| Fully conversant with IT and numeracy and literacy skills | E | Application Form/Interview |
| Excellent PC skills, i.e. Word, e-mail, excel and the ability to collate meaningful data and measurement of outcomes | E | Application Form/Interview |
| **EDUCATION** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| A good standard of education | E | Application Form/Interview |
| A Save Lives IDVA or Women’s Aid DAPA qualification or other social work/care, housing, counselling qualification | D | Application Form/Interview |
| **OTHER** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Be proactive and demonstrate initiative in supporting clients with their needs and identifying appropriate services to meet individual needs | E | Application Form/Interview |
| Need to be highly motivated, able to work well as a member of a team and to take responsibility for developing the project | E | Application Form/Interview |
| Maintain confidentiality and adhere to organisation’s policies and procedures and data protection | E | Application Form/Interview |
| Willingness to undertake training and a commitment to continuous personal development | E | Application Form/Interview |
| Commitment to equal opportunities and anti-discriminatory practice | E | Application Form/Interview |
| Fluency in at least one language other than English | D | Application Form/Interview |