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**Application Pack**

2025

A person holding her hand up to the sky

Description automatically generated**Children and Young Persons Domestic Violence Advocate**

**Welcome**

Changing Pathways is a registered Charity, providing domestic abuse services across the south of Essex, in partnership with Ending Violence in Essex Charity.

We are the Essex County Council commissioned service for **Harlow, Epping, Brentwood, Thurrock and Basildon.**

We deliver a range of services, offering a non-judgemental, trauma informed approach to support men, women and children who are or have experience domestic abuse. This includes:

* **Safe accommodation**
* **Outreach Support**
* **Specialist Services for the Global Majority**
* **Stalking Support**
* **Counselling**
* **Training**

Joining our team means becoming part of a dynamic, innovative, and supportive environment where your growth and success matter. We are passionate about what we do, and we value collaboration, creativity, and excellence. By joining us, you’ll work alongside talented individuals who inspire and challenge one another to achieve their best. We are committed to providing opportunities for professional development, fostering a culture of inclusivity, and recognising the unique contributions of every team member. If you’re looking for a workplace that values your skills, encourages your ideas, and supports your ambitions, this is the perfect place for you to thrive.

**Tania Woodgate**

**Chief Executive Officer**

A person and a child with painted hands

Description automatically generated**Our Vision**

Our vision is a world in which

all can live fulfilled lives, free

from domestic abuse. We aim

to create an equitable and just

future for women, men and

their families.

**Our Mission**

We do this to by helping everyone

find their own pathway out of life of domestic

abuse and change their future for the better. We

understand the complexities of domestic abuse and that individual who connect us are coming from different points in their journey, some are still in their relationships, some have left, but regardless of where they are, we will support them all.

**Our Values**

**EMPOWER** individuals to make their own choices in a safe environment to enable them to regain their independence.

Work with **RESPECT AND DIGNITY**, valuing everyone’s experiences and circumstances and advocating for their unique needs.

**EDUCATE** for the devastating impact that domestic abuse has on individuals, local community and society.

**COLLABORATE** and work in partnership with other organisations to provide the best support for those impacted.

**OUR TEAM**

**Board of Trustees**

**The Role**

The Children and Young Person’s Independent Domestic Violence Advisor (CYP IDVA) provides a proactive service to survivors of domestic abuse identified as being at high risk of imminent harm. As a CYP IDVA you will carry out risk and needs assessments, safety planning and support planning with survivors and advocate on their behalf with external agencies. A key part of this role involves contributing to the local MARAC process, representing survivors at MARAC meetings and action planning alongside other agencies to improve survivor safety.

As a young person’s IDVA you will identify and work effectively with local colleges and Universities by providing workshops, group work and training to both young people and staff to help them in their understanding and the impacts of domestic abuse and sexual exploitation to improve identification and referrals into services.

Our Staff adhere to our values, that make us PROUD of our organisation.

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| **P** | **Positivity** | **We approach change and challenges with a positive mindset and optimism** |
| **R** | **Respect** | **We treat everyone fairly and with respect, value and celebrate differences** |
| **O** | **Ownership** | **Our behaviours are PROUD towards everyone regardless of their role** |
| **U** | **Unity** | **We are one Organisation. Together we are stronger** |
| **D** | **Dedication** | **We uphold a strong commitment to our clients, our work, the organisation and each other** |

**Main Responsibilities**

**MAIN DUTIES:**

1. Provide a high-quality case work support and information service to victims/survivors who have experienced domestic and/or sexual violence
2. Advocate on behalf of clients with external agencies where appropriate, including at the MARAC
3. Co-ordinate risk management with external and community agencies
4. Attend case review meetings and contribute to effective team communication
5. Ensure that creative and effective relationships are established with other teams and external organisations, particularly those that offer a service to our service users
6. Ensure compliance with all legal and contractual reporting requirements in relation to service delivery
7. Keep and maintain accurate and confidential records of all work undertaken
8. Ensure effective implementation of Changing Pathways’ Equality and Diversity policies and awareness and integration of an equalities and human rights agenda in all your work
9. Contribute to service user feedback and voice in service delivery and service development

**GENERAL:**

1. Identify own training and development needs and participate in all training courses relevant to the Changing Pathway’s commitment to providing high quality services.
2. Work at all times with due regard to the policies and procedures of Changing Pathways, including financial regulations, participating in their 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.
4. Able to cover duty weekends 9am-12pm (when required)

**OTHER:**

1. The post is subject to a DBS disclosure which will be carried out at appointment of a candidate.
2. This post is subject to completion of a six-month probationary period.
3. Must be able to drive (the Pool Vehicle to visit sites) and work across the whole contract area as required.
4. Must hold business cover insurance on their own vehicle.
5. 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** | |
| Demonstratable experience of working with women affected by domestic and sexual abuse | | E | | | Application Form/Interview | |
| Experience of engaging and working with young people using an assertive outreach approach | | E | | | Application Form/Interview | |
| Experience of providing workshop, group work and training to young people and professionals | | D | | | Application Form/Interview | |
| Experience of risk assessment and management and safety planning | | E | | | Application Form/Interview | |
| Experience of working within a multi-agency framework | | D | | | Application Form/Interview | |
| **KNOWLEDGE AND UNDERSTANDING** | |  | | |  | |
| **Criteria** | | **Essential/ Desirable** | | | **How Assessed** | |
| Working knowledge of the available legal remedies, housing and welfare benefits | | E | | | Application Form/Interview | |
| A sound understanding of the practical, emotional, social and economic issues facing women and children affected by domestic violence | | E | | | Application Form/Interview | |
| Knowledge of, and the ability to, confidently advise on the range of options available to survivors of domestic abuse including safe housing, criminal justice and civil remedies | | E | | | Application Form/Interview | |
| Essential sound knowledge of safeguarding for adults and children | | E | | | Application Form/Interview | |
| **SKILLS AND ABILITIES** | |  | | |  | |
| **Criteria** | | **Essential/ Desirable** | | | **How Assessed** | |
| Ability to manage own caseload, working under pressure and prioritizing workload | | E | | | Application Form/Interview | |
| Excellent written and verbal communication skills | | E | | | Application Form/Interview | |
| The ability to work with young people to help them to understand their needs, risk assess, develop safety plan and supporting them I linking with other agencies | | E | | | Application Form/Interview | |
| Strong crisis management skills and the ability to deal with challenging situations | | E | | | Application Form/Interview | |
| **EDUCATION** | |  | | |  | |
| **Criteria** | | **Essential/ Desirable** | | | **How Assessed** | |
| IDVA or DAPA qualification, or the willingness to complete this, would be desirable. | | D | | | Application Form/Interview | |
| **Personal qualities** | | | | | | |
| **Criteria** | | | **Essential/**  **Desirable** | | | **Assessed by** |
| Be compassionate and empathetic | | | E | | | Application Form/Interview |
| Show initiative and be proactive when managing workload | | | E | | | Application Form/Interview |
| Act with integrity and respect when working with all clients, agencies, and individuals | | | E | | | Application Form/Interview |
| Work flexibly as part of a team | | | E | | | Application Form/Interview |
| Be optimistic about the possibility of personal growth and change | | | E | | | Application Form/Interview |
| Motivate individuals and agencies to move through courses of action and decision-making processes | | | E | | | Application Form/Interview |
| **OTHER** | | | | | | |
| **Criteria** | **Essential/ Desirable** | | | **How Assessed** | | |
| Commitment to equal opportunities and anti-discriminatory practice | E | | | Application Form/Interview | | |
| Willingness to undertake training and a commitment to continuous personal development | E | | | Application Form/Interview | | |
| Willingness to work flexibly and able to travel to different sites and venues | E | | | Application Form/Interview | | |

**We are committed to operating within the legal framework of the Equality Act 2010. As our organisation qualifies for an exemption under Section 9 of the Act, we only recruit female candidates for this role. This exemption is applied lawfully and in accordance with the specific occupational requirements of our organisation.**

**A group of women sitting at a table

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**What you can expect from us**

**Supportive Work Environment**

* A culture of respect, collaboration, and inclusivity.
* Open-door policy for feedback, ideas, and concerns.

**Opportunities for Growth**

* Continuous learning through training programs, workshops, and certifications.
* Clear career progression paths to help you achieve your goals.

**Work-Life Balance**

* Flexible working hours and hybrid/remote work options.
* Paid time off, holidays, and wellness days.

**Competitive Compensation**

* Fair and market-aligned salary packages.

**Recognition and Rewards**

* Regular acknowledgment of individual and team contributions.
* Awards, shout-outs, and celebrations of success.

**Innovation and Creativity**

* Encouragement to bring new ideas to the table.
* Freedom to innovate, experiment, and grow professionally.

**A Focus on Well-Being**

* Mental health resources and employee assistance programs.

**Social Responsibility**

* Commitment to sustainability and ethical practices.

**Empowerment and Autonomy**

* Trust in employees to take ownership of their work.
* Support for independent decision-making and problem-Solving.

**TERMS AND CONDITIONS**

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| **Contract** | This is a full time position. On a permanent contract. |
| **Salary**  **Reports to:** | **£28,741.64** per annum paid monthly  Operations Manager |
| **Benefits Include** | Contributory Pension Scheme. Equipment to undertake your role (hybrid). Training and developed tailored to your level of experience.  Staff Discounts on BrightHR. Pets at Work Policy. |
| **Hours** | **37.5 hours per week (Mon-Fri)** |
| **Leave** | 25 days per year plus bank holidays. |
| **Expenses** | You will be reimbursed for all reasonable expenses which are incurred by you in the proper performance of your duties |
| **Location** | Changing Pathways main office is in Felmores End, Basildon.  Your location of work will be at **Basildon main office. You will be required to work at our Harlow site on occasion.**  Free parking is available at Basildon. |
| **Occupational Sick Pay** | On successful completion of probation, we offer tiered sickness pay benefits. |
| **Notice Period** | 4 weeks’ notice |

**How to apply**

Please complete our application form and email completed form to [welcome@changingpathways.org](mailto:welcome@changingpathways.org) stating clearly in the subject line the post you are applying for.

Those shortlisted for interviewed will be informed by email no later than two weeks after the closing date. Only those who are successfully shortlisted will be contacted.