A black background with white text and green line

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**Application Pack**

A person holding her hand up to the sky

Description automatically generated**Court IDVA**

**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 Court IDVA provides specialist support to survivors of domestic abuse who are engaged in the criminal or civil justice process. This role ensures that survivors understand their legal rights, feel supported through court proceedings, and are safeguarded from further harm. The Court IDVA works closely with survivors, legal professionals, law enforcement, and multi-agency partners to secure justice and safety for victims of domestic abuse.

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

|  |  |  |
| --- | --- | --- |
| **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**

1. Court Support & Advocacy for Survivors

* Provide specialist support and advocacy for survivors of domestic abuse involved in criminal, civil, or family court proceedings.
  + Support with Separation and Financial dispute hearings.
  + Provide emotional and practical support to clients experiencing Domestic Abuse and going through family courts proceedings.
  + Carry out and complete risk assessments and safety panning both inside the proceeding and longer term.
* Explain court processes, legal options, and potential outcomes in an accessible and trauma-informed manner.
* Offer practical and emotional support before, during, and after court hearings.
* Liaise with court staff to arrange special measures for survivors, such as separate waiting areas, screens, or remote testimony options.
* Accompany survivors to court, ensuring they feel safe and supported throughout the process.
* Keep survivors informed of case progress, key dates, and legal developments.

2. Legal documents and drafting of Orders

* Proactively support clients in attaining civil orders such as protection orders, child arrangement orders, occupancy orders.
* Support with applications, statements, and legal documents

3. Risk Assessment & Safety Planning

* Conduct risk assessments using recognised tools (e.g., DASH Risk Checklist) to identify survivors at high risk.
* Develop and implement personalised safety plans to minimise risk before, during, and after court proceedings.
* Work with survivors to ensure protection measures such as Non-Molestation Orders, Restraining Orders, or Clare’s Law applications are in place where needed.
* Support survivors in securing emergency accommodation or relocation if required for their safety.

4. Multi-Agency Working & Case Coordination

* Work closely with CAFCASS, police, Crown Prosecution Service (CPS), solicitors, social services, probation, and court personnel to advocate for survivors' needs.
* Attend MARAC (Multi-Agency Risk Assessment Conference) and other safeguarding meetings to provide case updates and ensure coordinated risk management.
* Act as a key point of contact for survivors throughout the legal process, signposting to additional support services such as counselling, housing, and financial assistance.
* Ensure effective communication between agencies, helping survivors navigate complex legal and support systems.
* Act as the “voice” for survivors in multi-agency settings.
* Work in collaboration with partners to develop a better understanding of Domestic Abuse amongst professionals working within the legal system and to ensure that coercive control in proceedings is raised and limited.

5. Crisis Intervention & Emotional Support

* Provide immediate crisis support to survivors facing intimidation, coercion, or threats related to their case.
* Support survivors in coping with the emotional impact of legal proceedings and potential retraumatisation.
* Empower survivors to make informed decisions about their legal options and next steps.

5. Legal Knowledge & Awareness Raising

* Stay up to date with domestic abuse legislation, court procedures, and victims' rights.
* Educate survivors on legal protections such as Domestic Violence Protection Orders (DVPOs), Restraining Orders, and Child Arrangement Orders.
* Deliver training or awareness sessions to professionals and community groups on the court process and the role of an IDVA.
* Contribute to reports, case studies, and service development to improve court support for domestic abuse survivors.

**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 in a way that empowers the victims of domestic abuse, helping them to recognise and understand the dynamics of domestic violence and abuse.
3. Ensure that all records are up-to-date and accurate.
4. Work closely with colleagues within the organisation to ensure that appropriate referrals are accepted into the service.
5. 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.
6. 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.
7. Ensure health and safety regulations are adhered to and any issues are reported as a matter of urgency.
8. Maintain strict organisational confidentiality, professional boundaries and security procedures.
9. Maintain high standards of professionalism and keep abreast of current legislation, standards, best practice and maintain a focus of continuous improvement.
10. Act in a professional manner at all times, communicating effectively, building and sustaining effective and appropriate relationships at all times with service users, colleagues and partners.
11. Respect and value the diversity of the community in which the service works in, and recognize the needs and concerns of a diverse range of service users ensuring the service is accessible to all.
12. 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 mobile to visit sites and work across the whole contract areas as required.
4. Must be able to drive the Refuge Pool 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.

**About You**

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Experience of the family court process and procedures, Cafcass and court directions/orders. | E | Application Form/Interview |
| Sound experience of supporting victims who have experienced domestic violence, forced marriage or ‘honour-based violence’. | E | Application Form/Interview |
| Experience of working within family or civil law. | D | Application Form/Interview |
| Experience of Gov.uk online application process. | D | Application Form/Interview |
| Experience of risk and needs assessment, and safety and support planning, particularly with clients with complex/multiple needs. | E | Application Form/Interview |
| Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders. | D | Application Form/Interview |
| **KNOWLEDGE AND UNDERSTANDING** | | |
| **Criteria** | **Essential /Desirable** | **How Assessed** |
| IDVA Qualification | D | Application Form/Interview |
| A relevant qualification, for example in domestic violence, criminal justice, law, social work or related area. | E | Application Form/Interview |
| A thorough understanding of the dynamics of domestic violence (physical, emotional and sexual violence, coercive control so-called ‘honour-based violence’, forced marriage, stalking and harassment) and its impact on the victim, children, families and communities. | E | Application Form/Interview |
| An excellent understanding of the criminal/civil justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial law and children. | E | Application Form/Interview |
| Thorough knowledge of safeguarding practice, procedures and legislation. | E | Application Form/Interview |
| **SKILLS AND ABILITIES** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Ability to manage sensitive, traumatic and potentially distressing information. | E | Application Form/Interview |
| Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds. | E | Application Form/Interview |
| Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience. | E | Application Form/Interview |
| 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 | Application Form/Interview |
| Ability to work well within a team and responsibly on your own initiative, and of maintaining professional boundaries with clients and partner agencies. | E | Application Form/Interview |
| Flexible, proactive approach and a good ability to prioritise work. | E | Application Form/Interview |
| Good crisis management skills and the ability to work effectively under pressure and to deadlines. | E | Application Form/Interview |
| Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets. | E | Application Form/Interview |
| Good report writing skills, including preparing reports for courts, case conference and information for Multi agency Risk Assessment Conferences (MARACS). | E | Application Form/Interview |
| Work co-operatively with colleagues, in statutory and non-statutory agencies. | E | Application Form/Interview |
| Clear boundaries and a willingness to engage in CPD and make effective use of supervision | E | Application Form/Interview |
| A good understanding of the importance of confidentiality and anti-discriminatory practice; safe practice and health and safety procedures. | E | Application Form/Interview |
| A good understanding of cultural issues and equality, diversity and inclusion; | 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**

|  |  |
| --- | --- |
| **Contract** | This is a part time position. On a permanent term contact. |
| **Salary**  **Reports to:** | **£11,496.66 (£28,741.64 FTE)** 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** | **15 hours per week (Monday and Wednesday 9am-5pm)** |
| **Leave** | 25 days per year plus bank holidays (Pro Rata) |
| **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.  You will work at our main office. Free parking is available. |
| **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.