



Changing Pathways

ENDING ABUSE. EMPOWERING LIVES.

Application Pack

**Domestic Abuse
Immigration Advisor
(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



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.

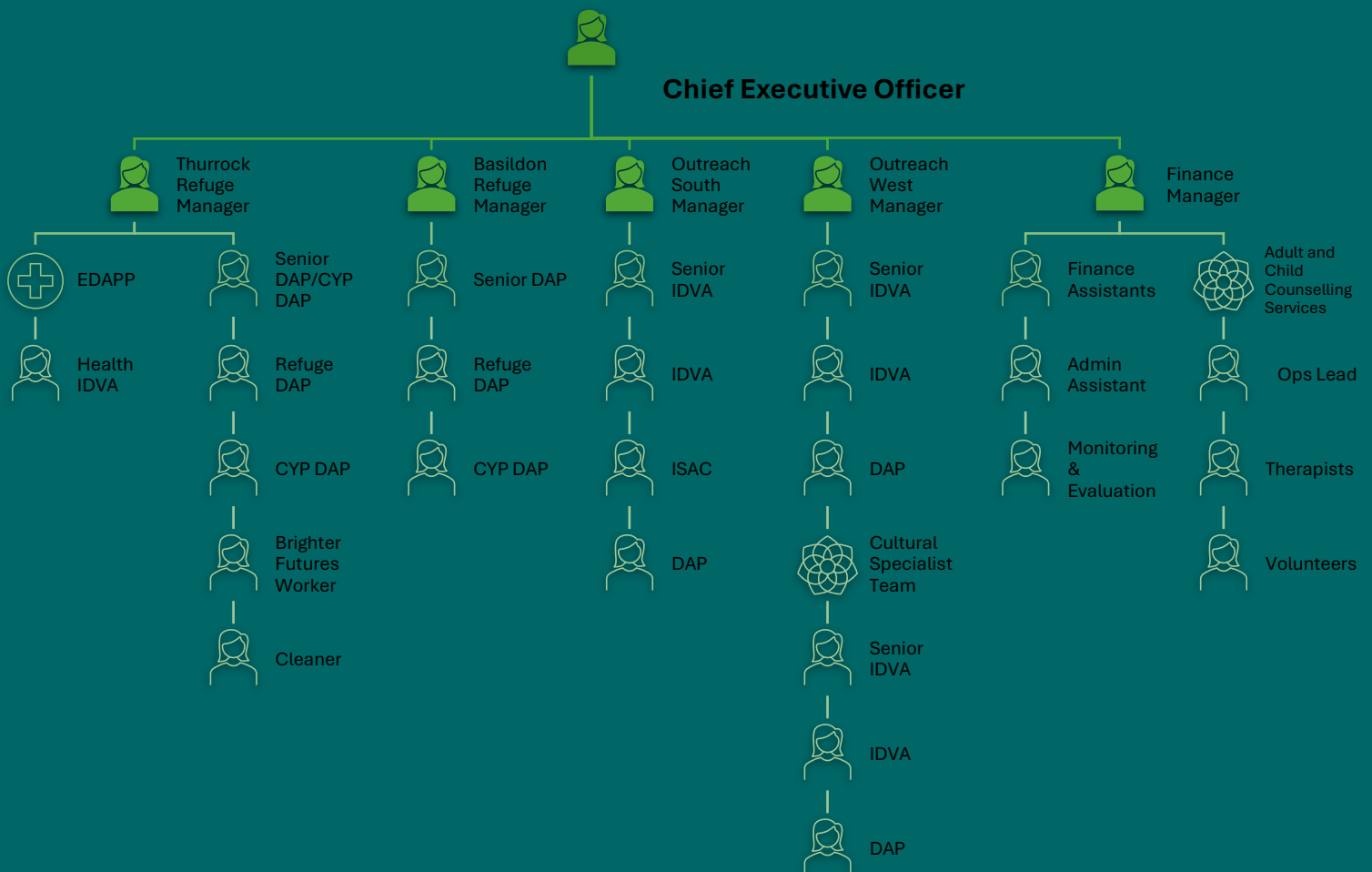
EDUCATE for the devastating impact that domestic abuse has on individuals, local community and society.

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



OUR TEAM

Board of Trustees



The Role

The post holder will be responsible for working in partnerships to develop and deliver a Cultural Specialist community-based support service for global majority individuals experiencing domestic abuse within South and West Essex, 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.

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



Main Responsibilities



1. Provide OISC Level 1 advice for immigration applications that fall within the published Immigration Rules, such as applications for visitors, spouses, fiances, and some Points-Based System and EUSS applications.
2. 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.
3. 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.
4. Provide services to support individuals from Global Majority groups who have experienced domestic abuse including 'so called' honour-based violence, forced marriage and female genital mutilation and or insecure immigration status.
5. 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.
6. Provide agile safety planning for each referral which recognises the dynamic nature of risk within domestic abuse situations.
7. 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.
8. Advocate for the specialist cultural needs of Global Majority women and children referred to refuge within the partnership portfolio.
9. Deliver awareness raising of domestic abuse within local Global Majority community groups and support services.
10. Deliver training to statutory and voluntary sector professionals.
11. Identify Global Majority groups and relevant contacts within these communities and seek to understand the difficulties which prevent them from receiving support from domestic abuse providers.
12. Ensure the timely input of data into the online case management tool for effective reporting of outputs and outcomes.
13. Support the attainment and maintenance of quality standards including Women's Aid National Quality Standards.



14. 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.
15. Manage a case load ensuring each survivor receives a responsive and appropriate service individual to their needs.
16. 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.
17. Support high risk survivors at court hearings relating to the domestic abuse they have experienced.
18. 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.
19. Support colleagues and partner agencies, through awareness raising, providing training and institutional advocacy.
20. 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.
21. Remain up to date and compliant with all organisational procedures, policies, and professional codes of conduct and uphold standards of best practice.
22. Participate as required in the delivery of contingency plans outside of the normal shift pattern.
23. Participate in Health and Safety procedures to ensure a safety-first workplace culture is maintained.
24. Regularly update knowledge around domestic abuse, interpersonal violence and the wider VAWG context.
25. Maintain strict confidentiality, professional boundaries and security procedures.
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- 28.** 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 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.

OTHER:

1. The post is subject to an enhanced Disclosure and Barring Service check 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 area as required. This may involve occasional evening and weekend working.
4. Business Insurance to be applied to personal insurance.
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 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 Global Majority 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 young people and professionals | D | Application Form/Interview |
| 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 |
| Office of the Immigration Services Commissioner LEVEL 1 qualified | E | Application Form/Interview |
| 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 across Essex, Thurrock & Southend area and use of a car | D | Application Form/Interview |
| Ability to work collaboratively with other members of other broader Black and Minoritised 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 or willing to undertake training | 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 | 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.





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 full time position. On a permanent term contact. |
| Salary | 30,000 per annum paid monthly |
| Reports to: | Senior IDVA and 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 | Watgardens, Harlow – mainly remote with a requirement to attend the office once per month and 6 meetings in Essex per year. Parking is charged and reimbursed. |
| 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 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.

