

Dear Applicant

Thank you for your interest in this post, Independent Domestic Violence Advocate (IDVA), with **nia**.

**We are recruiting to three IDVA roles (Hackney/Haringey & Newham).**

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for' via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

**Karen Ingala Smith**  
Chief Executive

## INFORMATION FOR APPLICANTS

### OUR APPLICATION AND OUR RECRUITMENT PROCESS

#### Applying for a job

**nia's** recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

#### Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. **To be considered for an interview you have to fulfil each point of the person specification marked "X" in column A (application).**

**NB: Please note the maximum word count is 2000 words.**

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ..... I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

#### Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.

Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to **nia** on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

### **Shortlisting**

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and **applicants who meet requirements marked "X" on the A (application) column will be shortlisted for interview.** Only information contained in the application will be considered in making the decision to shortlist.

### **Interviews**

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

### **Feedback**

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please write to Rachel Evans, Central Services Manager who will be pleased to arrange this for you.

**nia has been delivering services to women and children who have experienced domestic and sexual violence for 40 years.**

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- Increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of women who face multiple disadvantage and barriers to accessing services, they currently include:

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.

- **London Exiting and Advocacy Project, (LEA)** - offering outreach and one-to-one support to women involved in prostitution. **The LEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.
- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** run in partnership with DABD and BDCVS in Dagenham for women and girls.

**nia** is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

### Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

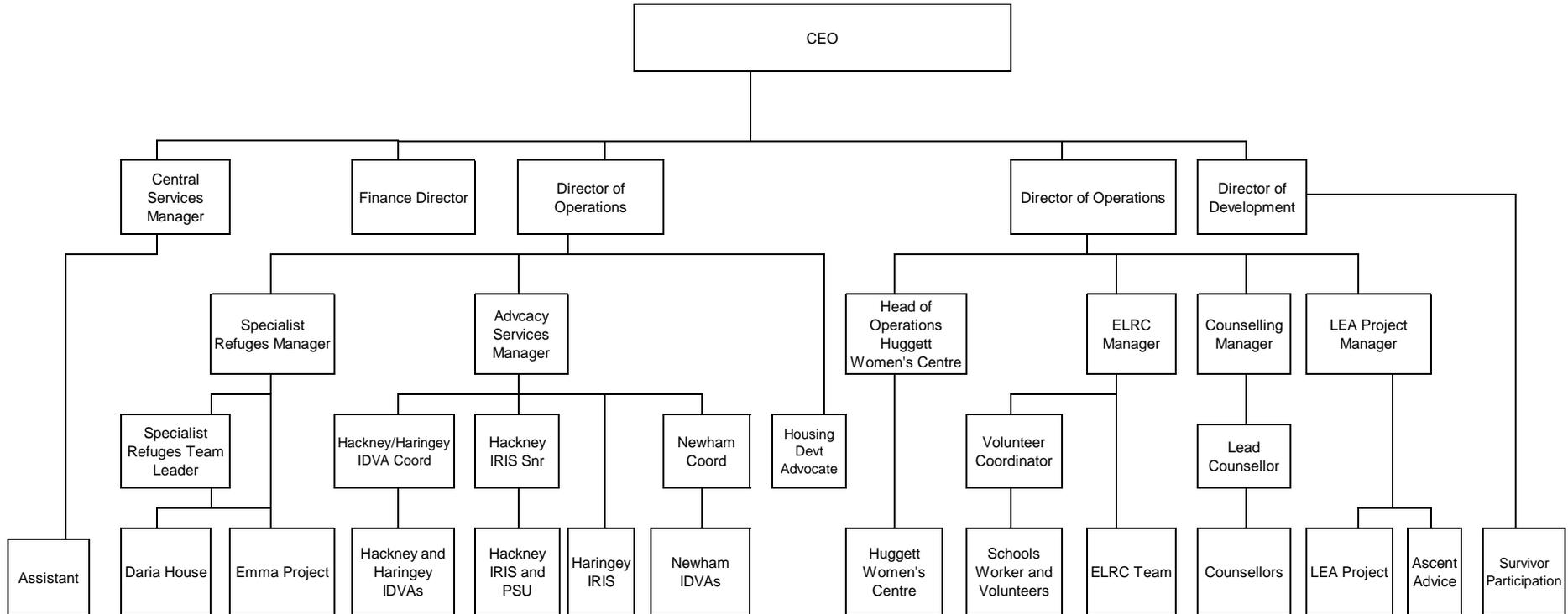
### How to contact us

[www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk)  
[info@niaendingviolence.org.uk](mailto:info@niaendingviolence.org.uk)

Address: P.O. Box 58203, London, N1 3XP  
Telephone 0207 683 1270

Registered Charity Number 1037072  
Registered Company Number 02673624

nia Structure January 2018



## Advert

**nia** has been delivering services to women, girls and children who have experienced domestic and sexual violence since 1975. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

**The IDVA team** provides a specialist service to victims who are at high-risk of serious harm or homicide from intimate partners, ex-partners or family members, with the aim of securing their safety and the safety of their children.

**nia's** IDVA service is double quality marked holding CAADA/Safe Lives Leading Light accreditation and the Advice Quality Standard for General Help with Casework. The Newham service holds the AQS standard and is working towards Leading Light accreditation.

We are seeking to recruit to three IDVA posts:

The Newham service is currently funded until 31<sup>st</sup> May 2019.

The Hackney service is currently funded until 31<sup>st</sup> March 2021.

The Haringey service is currently funded until 30<sup>th</sup> June 2018, with a possible 2 year extension.

**Please state your preferred location clearly on your application form.**

<b>Job Title:</b>	<b>Independent Domestic Violence Advocate</b>	
<b>Ref:</b>	<b>3/2018</b>	<b>Newham</b>
	<b>4/2018</b>	<b>Hackney</b>
	<b>5/2018</b>	<b>Haringey</b>
<b>Hours:</b>	Full time: 35 hours per week	
<b>Salary:</b>	£24,000-£27,500 (inclusive of London weighting and dependant on relevant qualification)	

In recognition of the diversity of languages spoken across Newham we particularly welcome applications from women who can speak any of the following languages: Bengali, Gujarati, Urdu or Polish.

To apply please visit our website [www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk) and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia**, P.O Box 58203, London, N1 3XP.

**Closing Date:** 10am, 22 January 2018  
**Interview dates:** 5 and 6 February 2018

The post is subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.

## JOB PROFILE

<b>Position Title:</b>	<b>Independent Domestic Violence Advocate</b>
<b>Full time:</b>	35 hours per week
<b>Salary:</b>	£24,000-£27,500 (inclusive of London weighting and dependant on relevant qualification)
<b>Team:</b>	Haringey/Hackney/Newham
<b>Line Manager:</b>	IDVA Coordinator

### A. AIMS OF THE POSITION:

- To provide a pro-active service to women and children assessed at being at high risk of domestic violence to improve safety and reduce re-victimisation
- To provide a service that is sensitive to the needs of women who are known to face additional obstacles to reporting / accessing services including those with mental health issues, learning disabilities, from Black, Asian and Minority Ethnic Refugee communities, are young, disabled women and women who are vulnerable and/or intimidated

### B. SPECIFIC AREAS OF RESPONSIBILITY:

The IDVA has responsibility for:

#### 1: Case Work

- Manage a caseload
- Conduct detailed risk assessments and develop appropriate individual safety and support plans with women\*<sup>1</sup>
- Provide information and advocacy support to women on issues such as housing, welfare, education, health, welfare benefits, counselling, legal rights and child protection
- Provide referral pathways to relevant agencies and services on issues such as housing, welfare, education, health, welfare benefits, counselling and legal rights, and advocating on behalf of women on these issues where appropriate
- Assist women to make empowered and informed decisions, and to access and develop their own support networks
- Ensure that women are aware of their options regarding issues such as housing and civil and criminal legal remedies

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\*<sup>1</sup> nia is an organisation run by women to support women and children victims of sexual and domestic violence. In some cases (including Newham) we are contracted to provide services which include male victims. Where men are referred to the service and there is no conflict of interest regarding female partner services will be offered within a community setting. In those services male victims will receive the same high standards of support and advocacy. Women and men will not receive support from the same locations. However, in recognition of women's significantly disproportionate victimisation, and our specialisation as an organisation, we will refer to women in policies and procedures.

- Support women through the Criminal Justice System, explaining procedures and their rights and role within the system
- To develop and follow procedures and protocols with other services to ensure that the safety of women and children are paramount
- The Newham and Haringey IDVA team work together to cover a rota that includes a team member being based at the Police Station

## **2: Partnership working**

- Work in partnership with external agencies to maximise women's support, safety and well being
- Work in conjunction with, and provide referrals to statutory and voluntary agency partners in respect of domestic violence services offered in borough
- Work in partnership with the local authority specialist VAW services to improve referral pathways and raise awareness of IDVA service
- Work with agencies to ensure all partner organisations co-ordinate their practices to keep women and children safe
- Work within the MARAC framework, attend the meetings and refer cases to the forum where appropriate
- Action decisions taken by the MARAC
- Keep agencies informed of relevant changes to a woman's situation
- Provide regular support to women at the relevant Specialist Domestic Violence Court/Police Station/Helpline as relevant to contractual requirements
- To participate in and contribute to community awareness raising events in the borough of Newham/Haringey/Hackney

## **3: Monitoring and evaluation**

- Maintain and update records of all cases in line with the Advice Quality Standard and the CAADA/Safer Lives - Leading Light accreditation standards
- Monitor the work of the project in line with agreed requirements including use of an electronic database
- Participate and be instrumental in the evaluation of the work of the project
- Ensure that all client records are maintained and treated in confidence according to internal policies and protocols

## **4: General Duties**

- Acting in accordance with **nia's** policies and procedures, and ethos
- Work in a manner which positively promotes the aims and objectives of the organisation
- Positively upholding and promoting **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practices
- Ensure effective communication with other teams in **nia**
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- Attend and participate in regular training when required

- Attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Carrying out your own administrative duties
- Undertaking any duties consistent with the post as may be reasonably requested by the Senior Managers, the Chief Executive and Board of Trustees
- Developing and ensuring user participation within and external to nia

**Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.**

## PERSON SPECIFICATION IDVA

<b>Experience and Knowledge</b>		<b>A</b>	<b>I</b>	<b>T</b>
1	Substantial experience of working within the Violence Against Women and/or Children/Young People's sectors or similar field.	X		
2	Knowledge of the issues facing women, children and young people affected by violence against women along with the ability to identify women's individual and collective needs.	X	X	X
3	Extensive experience in providing advice, advocacy and support in two or more of the following areas; housing, welfare, violence against women.	X	X	
4	Experiencing of working within safeguarding frameworks and a good knowledge of legal and welfare issues relating to children and young people.		X	
5	Experience of risk assessment, safety planning and support of survivors of sexual violence.	X	X	
6	Experience of working in partnership with other agencies and ability to advocate within a multi-agency framework putting forward a feminist woman-centred perspective.		X	
<b>Skills and Abilities</b>				
7	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> <li>• with service users and statutory, voluntary and other stakeholders</li> <li>• verbally and in writing</li> </ul> Advocating for service users, raising awareness of gender violence issues and representing <b>nia</b> .		X	X
8	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs.		X	
9	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands.		X	
10	A broad base of administrative skills including; Word, PowerPoint, Excel and using databases.		X	X
11	Ability to speak languages; Urdu, Bengali, Polish, Romanian, Russian - <i>desirable</i>	X		
<b>Personal Attributes and Circumstances</b>				
12	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	X	X	
13	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.		X	
14	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others.		X	
15	Able to work weekends and an additional evening occasionally if required.	X		
<b>Education</b>				
16	Evidence of continuing professional development and relevant professional qualifications/training.	X		
17	A SafeLives qualification or equivalent - <i>desirable</i>	X		

### Key to table

<b>A</b>	Application areas will be used to shortlist
<b>T</b>	Test
<b>I</b>	Tested at interview stage

**Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 1000 words).**

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