

Dear Applicant,

## Senior IRIS Advocate Educator

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 1000 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 these requirements marked "X" on the A (application) column are 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 email 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 over 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 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.

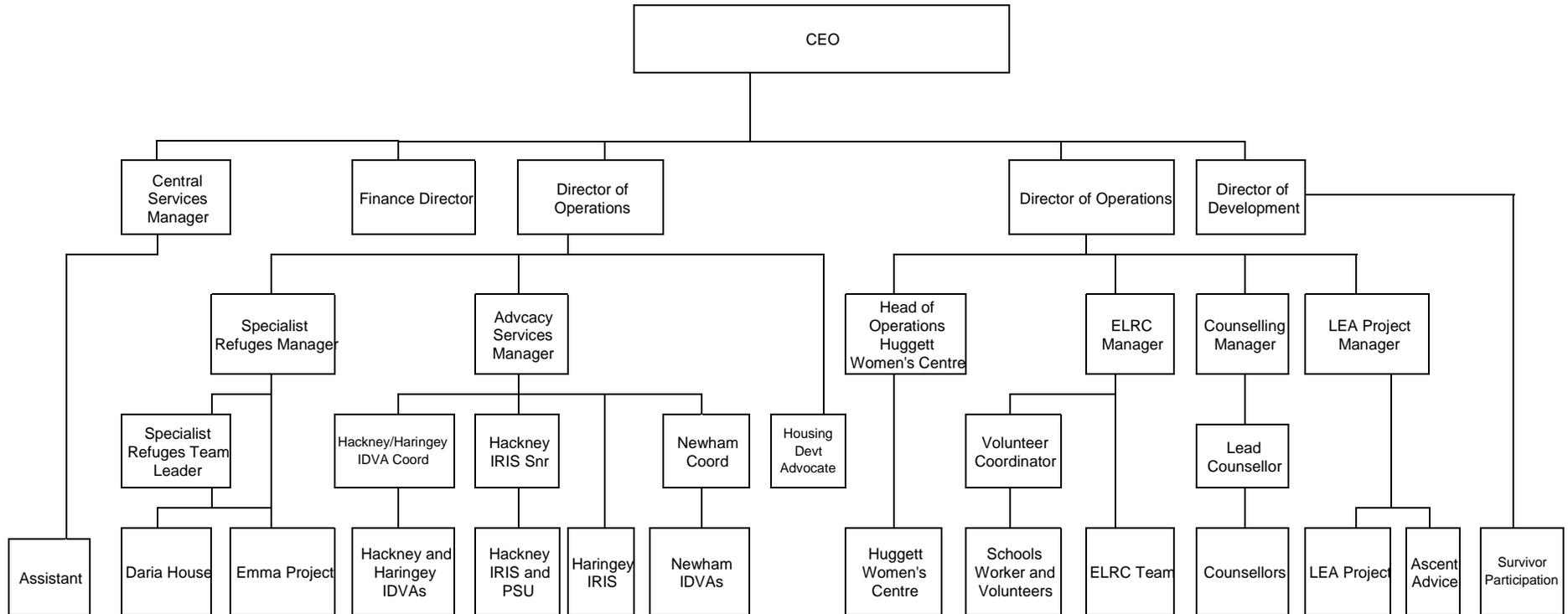
- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

## 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



## Advert

### **About IRIS – Identification and Referral to Improve Safety (Hackney)**

**IRIS** improves the quality of care given by GP surgeries to women experiencing domestic violence. **IRIS** is a general practice-based domestic violence training, support, referral and recording programme for primary care staff. It is a targeted intervention for patients aged 16 and above experiencing current or former domestic violence from a partner, ex-partner or adult family member. **IRIS** provides training and education, clinical enquiry tools and health education resources to general practice teams. **IRIS** provides a named contact for patient referrals and advocacy to patients experiencing current or former domestic violence. **IRIS** is centered in partnership work, with primary care and specialist third sector agencies coming together to deliver services and promote work across the historical gap.

**nia** has been awarded funding by Public Health in the borough of Hackney to deliver **IRIS** work in City and Hackney. This work is funded to September 2018 with the possibility of an extension.

### **PSU - Problematic Substance Use Service (Hackney)**

**PSU** operates in Hackney to ensure that women who have experienced domestic and sexual violence affected by problematic substance use are provided advocacy and support. **PSU** promotes inter-agency awareness and coordinated service delivery between violence against women and problematic substance use agencies

We are recruiting for the following post:

**Job Title:** Senior IRIS Advocate Educator  
**Hours:** 35 per week  
**Term:** This work is funded to September 2018 with the possibility of an extension.  
**Salary Scale:** £26,000 - £31,000

The Senior IRIS Advocate Educator will play a key role in developing and maintaining IRIS and PSU projects undertaken within Hackney, supporting the Advocacy Service Manager to manage the staff and projects the service provides in order to provide high quality, supportive and culturally appropriate service to survivors of domestic and sexual violence.

We're looking for a highly organised and self motivated woman who is passionate about supporting survivors of domestic abuse. You'll have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and their children to be safer.

To apply, 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:** 6<sup>th</sup> October 2017.  
**Interview dates@** 19<sup>th</sup> & 20<sup>th</sup> October 2017

The post is subject to an enhanced vetting and barring check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

## **JOB PROFILE**

<b>Job Title:</b>	Senior IRIS Advocate Educator
<b>Hours:</b>	35 hours per week
<b>Term:</b>	This work is funded to September 2018 with the possibility of an extension.
<b>Salary:</b>	£26,000 - £31,000
<b>Team:</b>	IRIS & Problematic Substance Use Advocate
<b>Line Manager:</b>	Advocacy Services Manager

### **A. AIMS OF THE POSITION:**

**To provide training to general practices, on-going support for health professionals and advocacy for patients; and line management**

- providing individual needs-led information, support and advocacy (including sign-posting) for women who disclose their past or current experiences of domestic violence and abuse (DVA)
- supporting and providing on-going training and consultancy for health professionals in general practice on understanding and responding to DVA
- encouraging health professionals to ask women about their experience of abuse and respond, record, safety check and refer
- managing a borough-wide project and leading it strategically, building and maintaining an effective relationship with general practice teams and health partners
- The Senior Advocate Educator will support the Advocacy Services Manager in the operational delivery of the IRIS and PSU service. This will include responsibility for ensuring the projects reach its targets in work with women and training, as well as line management of staff and sessional workers, and managing contracts with partnership agencies.

### **B. SPECIFIC AREAS OF RESPONSIBILITY:**

#### **1. Operational Management**

The Senior Advocate Educator has responsibility for managing activities to ensure high quality support and services in accordance with the organisation's policies and procedures and current best practice.

- To ensure the women's needs are met through high standards of support work including risk assessment, support planning and safety planning.
- To ensure returns and any other relevant external and internal standards are met and that performance is continually improved
- To coordinate team, casework or any other relevant meetings
- To proactively incorporate equalities considerations and a positive approach to diversity into day to day working, and to ensure an effective response to harassment, sexist or oppressive practice and discrimination
- To manage and allocate referrals

## 2. Quality, Performance and Partnerships Management

- To work with the Advocacy Services Manager in developing quality systems to deliver service standards and improve on service performance
- To ensure returns and any other relevant external and internal standards are met and that performance is continually improved
- To maintain constructive and effective working relationships with partners and other stakeholders
- Maintaining appropriate records and statistics to ensure that the service and **nia** is meeting and can demonstrate that it is meeting the requirements of its funders
- To feed into relevant consultations regarding the development of strategies and services
- Ensure that IRIS and PSU services work in conjunction with other teams within the organisation and adheres to the overall aims and development of **nia**

## 3. Staff management

- To line manage IRIS Advocate Educator and PSU Advocacy role, and ensure that their work meets required standards
- To ensure that demonstrable evidence of high quality services is continually collected and collated
- To maintain a welcoming environment and promote a 'can-do' approach to the service
- To oversee clinical supervision
- To ensure that formal and informal support, guidance and case-work management is given, including development of work plans, monitoring of workloads and ensuring accountability for quality of work
- To be responsible for staff development and performance management, supervisions, performance appraisals, identifying training needs etc.
- To ensure that the team operates in accordance with **nia's** policies and procedures and the team maintains confidentiality of information relating to clients of the service
- To implement relevant disciplinary and grievance procedures where appropriate
- To contribute to employee record-keeping, and other administrative forms
- To communicate regularly with all team members both individually and collectively, and to maintain/circulate appropriate records

## 4. Advocacy and support service

- Provide support to women experiencing domestic or sexual violence referred by primary health care clinicians from participating practices
- Manage a case load and conduct DASH risk assessments
- Provide support to women experiencing DVA who self-refer from participating practices
- Provide direct casework support, advice, information and advocacy to women experiencing DVA through telephone contact, and/or meetings at the relevant practice

- Work with women experiencing DVA to increase their personal safety (and that of any children) and inform them of their rights and options in terms of housing, legal and welfare rights
- To develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within the specialist agency, to other specialist DVA services or other external agencies when appropriate including MARAC referrals
- Keep accurate records of all work done with or on behalf of clients and produce written reports as requested, including a report of referrals from clinicians participating in the IRIS programme and the take up of these referrals advocacy including outputs and patient outcomes Ensure all client records are maintained and treated in confidence according to internal policies and protocols
- To contribute to monitoring and evaluation of the project.

## 5. Practice-based work

- Deliver training to health care professionals about DVA in participating general practices
- Promote awareness of the experiences and needs of women living with or escaping DVA, particularly in relation to their health
- Develop and follow procedures and protocols with other services to ensure that the safety of women and children are paramount
- Develop and sustain a good relationship with all general practice staff and work effectively as part of the practice team. This includes:
  - provision of systematic support and consultancy to the primary care teams of participating general practices, including meeting with individuals and small groups of clinical and administrative staff
  - Working closely with practice leads at each practice
  - Attending relevant meetings
    - Update and inform them regularly of available services and provide leaflets
- Further develop effective assessment and monitoring procedures and ensure that clear accurate records are kept and maintained
- Review number of advocate referrals made by clinicians in participating general
- Ensure that referral numbers and practice training targets are met each quarter in line with funders and **nia**.
- Feedback on the use of the electronic template linked to the project (HARKS) and provide patient feedback and case updates /outcomes.

## 5. General duties

- To act in accordance with **nia's** policies and procedures, including
  - The Child Protection Policy
  - The Safeguarding Adults (Protection from Abuse) Policy
  - The Equalities and Diversity Strategy
  - Occupational Health and Safety Policies and Procedures

- To work in a manner which promotes the aims and objectives of the organisation
- To uphold and promote **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practice
- 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
- To attend and participate in regular training when required
- To attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- To carry out your own administrative duties
- To undertake any duties consistent with the post as may be reasonably requested by Senior Managers, the Chief Executive and Board of Trustees

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

**Senior IRIS Advocate/Educator  
PERSON SPECIFICATION**

<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 health 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	Experience of carrying out needs and risk assessments and support plans of women experiencing violence and abuse		X	X
4	Knowledge of adult and child safeguarding frameworks		X	X
5	Experience of delivering training to professionals	X	X	X
6	Experience of staff management, supervision and performance development tools	X	X	
7	Experience of building and maintaining partnerships with other agencies	X	X	
<b>Skills and Abilities</b>				
8	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 nia		X	X
9	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs	X	X	
10	Ability to analyse data and produce reports to a high specification			X
11	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	
12	A broad base of administrative skills including; Word, Powerpoint, and Excel			X
<b>Personal Attributes and Circumstances</b>				
13	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives	X	X	X
14	Non-judgemental, non-directive and anti-discriminatory approach to empowering women	X	X	
15	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others		X	
16	Able to work at evenings and weekends occasionally when required		X	

Education			
17	Evidence of continuing professional development and relevant professional qualifications/training	X	

**Key to table**

<b>A</b>	Application areas will be used to shortlist
<b>T</b>	Tested at interview
<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).**