

Dear Applicant

Thank you for your interest in this post, Specialist Advocate (Haringey), with **nia**.

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 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 2,500 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.

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

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 the 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 forward this request to administrator@niaendingviolence.org.uk 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
info@niaendingviolence.org.uk

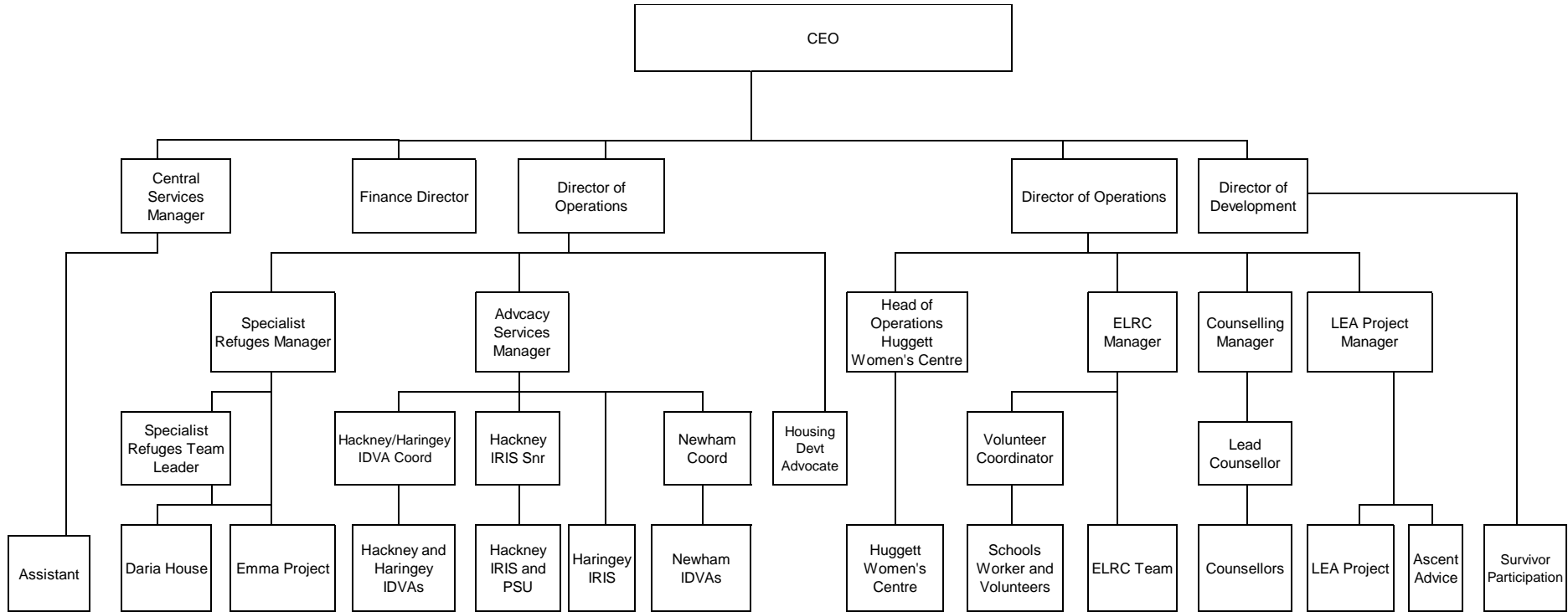
Address: P.O. Box 58203, London, N1 3XP
Telephone 0207 683 1270

Registered Charity Number 1037072
Registered Company Number 02673624



delivering cutting edge services
to end violence against women and children

nia Structure December 2017



Advert

Specialist Advocate – Haringey

This exciting new partnership will provide specialist advocacy for women whose experience of violence (VAWG) intersects with multiple and severe disadvantage.

We will work with women who are frequently excluded from mainstream services and/or find it hard to engage with support, which increases their vulnerability and risk. Our assertive outreach approach, working across the borough of Haringey, will enable women to access support, increase their self-esteem, reduce their risk and make safe choices.

nia's partner agencies, Solace, Fulfilling Lives Islington & Camden (SHP), Hopscotch and IMECE are also seeking Specialist Advocates based in Camden and Haringey and for BAMER women for this service. Please see their websites for further details.

We are seeking to recruit to the following post:

Job Title: Specialist Advocate - Haringey
Hours: Full time: 37.5 hours per week
Term: This is a fixed term contract position for one year
Salary: £28,500 per annum

To apply please visit our website www.niaendingviolence.org.uk and download a job profile and application pack. Unfortunately we do not accept CVs. Applications can be returned via email to administrator@niaendingviolence.org.uk

Closing Date: 18th December 2017

Interview date: 22th December 2017

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.

Registered Charity No: 1037072

Company Limited by Guarantee **No: 02673624**

JOB PROFILE

Position Title:	Specialist Advocate (Haringey)
Full time:	37.5 hours per week
Salary:	£28,500 (inclusive of London weighting)
Team:	East London Rape Crisis
Line Manager:	Director of Operations

A. AIMS OF THE POSITION:

- Ensuring women who are experiencing Violence against Women and Girls (VAWG) and severe and multiple disadvantage (SMD) are provided with advocacy and support. SMD is defined as a woman experiencing three or more of the following:
 - women affected by homelessness,
 - women with insecure immigration status
 - women with substance misuse
 - women with mental health problems
 - women with a history of offending behaviour
 - women involved in prostitution
 - women whose children have been taken into care and may be at risk of further removals
- Promoting multi-agency awareness and coordinated service delivery between VAWG, housing, legal, mental health and substance use agencies
- Supporting and enabling women affected by VAWG and experiencing multiple disadvantage to reduce risk, make informed choices and build self esteem
- Building and maintaining effective relationships across statutory and voluntary sector partners

B. AREAS OF RESPONSIBILITY:

The Specialist Advocate has responsibility for:

1. Specific responsibilities:

- Use an assertive outreach approach to engage women with the service
- Assess women referred to the service to ensure they meet the eligibility criteria, and signpost any women who do not to other services

- Promote social inclusion, encourage independence and develop personal resilience of women affected by violence against women and severe and multiple disadvantage

2. Casework

- Solution-focused casework interventions with women who have experienced VAWG and severe and multiple disadvantage
- Provide emotional support using a psychologically informed approach
- Build and maintain supportive relationships with women
- Ensure ongoing assessment and management of risks associated with service users within an attitude of 'positive risk taking'
- Provide support with life skills, including practical assistance where skills are not yet developed
- Maintain accurate case notes and up to date records
- Contribute to the completion of outcomes reports and funding returns

3. Advocacy and support service

- Promote peer support work with women experiencing multiple disadvantage
- Empower women to access benefits and services they need
- Involve service users in the design, development and delivery of the service
- Contribute to the development of peer support network and 'survivor' forum

4. Multi-agency

- Engage with a wide range of professionals (some of whom may have very different approaches to problem solving) through a multi-agency approach, and advocate to agencies on behalf of the Project and its service users
- Promote coordinated, joined-up service delivery for service users between violence against women services and drug and alcohol agencies, mental health, housing, health and legal agencies
- Contribute to service-wide communications plan and ensure that information about the service is widely available locally to other agencies and is also readily accessible to potential service users
- Educate a wide range of agencies and stakeholders about the challenges faced by service users and women experiencing multiple disadvantage

- Proactively develop of links with local statutory and voluntary organisations to provide a range of engagement opportunities for service users in the community
- Attend and contribute to the Domestic Violence MARAC when required
- Contribute to monitoring and evaluation of the project

2. General responsibilities:

- Acting in accordance with **nia** policies, procedures and ethos
- Attending and participating in regular training when required
- Ensure effective communication with other teams in **nia**
- Attending and participating in regular supervision, staff and other meetings as necessary
- Undertaking any duties consistent with the post as may be reasonably requested by your line manager

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

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

PERSON SPECIFICATION
Specialist Advocate Haringey

Experience and Knowledge		A	I	T
1	Substantial experience of working within the Violence Against Women and/or Children/Young People's sectors or similar field.	X		
2	Experience working with BAMER women and a diverse staff team applying anti-discriminatory practice	X	X	X
3	Experience of working with women experiencing various aspects of severe and multiple disadvantage: homelessness, substance use, mental health issues, insecure immigration status, prostitution and offending behaviour	X	X	
4	Knowledge of relevant Safeguarding Adults and Children legislation.		X	
5	Experience of risk assessment, safety planning and support of women who have experienced multiple disadvantage	X		
6	Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings.	X	X	
7	Awareness of the intersection between severe and multiple disadvantage and VAWG, and a strong understanding of how the intersection of these issues can make it difficult for people to engage with support	X		
8	An understanding of the impact of trauma on women	X		
Skills and Abilities				
9	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> • with service users and statutory, voluntary and other stakeholders • verbally and in writing Advocating for service users, raising awareness of gender violence issues and representing nia.		X	X
10	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs.		X	
11	A solution focused and assertive approach to reaching out to and building trust and positive relationships with women who are experiencing multiple disadvantage and who may present as reluctant to engage and/or may be presenting in crisis	X	X	
12	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	
13	A broad base of administrative skills including; Word, Powerpoint, Excel and using databases.			X
Personal Attributes and Circumstances				
14	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	X		X
15	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.		X	
16	High level of personal resilience, flexibility, self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others.		X	

Education/relevant qualification			
18	Degree level education and/or IDVA or DAPA qualification	X	

Key to table

A	Application areas will be used to shortlist
T	Test
I	Tested at interview stage

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2,500 words).

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