

Dear Applicant

Thank you for your interest in this post, **IRIS Advocate Educator Barking and Dagenham**

This application pack includes

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- 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 complete 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 2500 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 email Rachel Evans, Central Services Manager at revans@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:

- **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.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate two different IDVA services in Haringey and Hackney 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
- **East London Exiting and Advocacy Project, (ELEA)** - offering outreach and one-to-one support to women involved in prostitution. **The ELEA 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.

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.

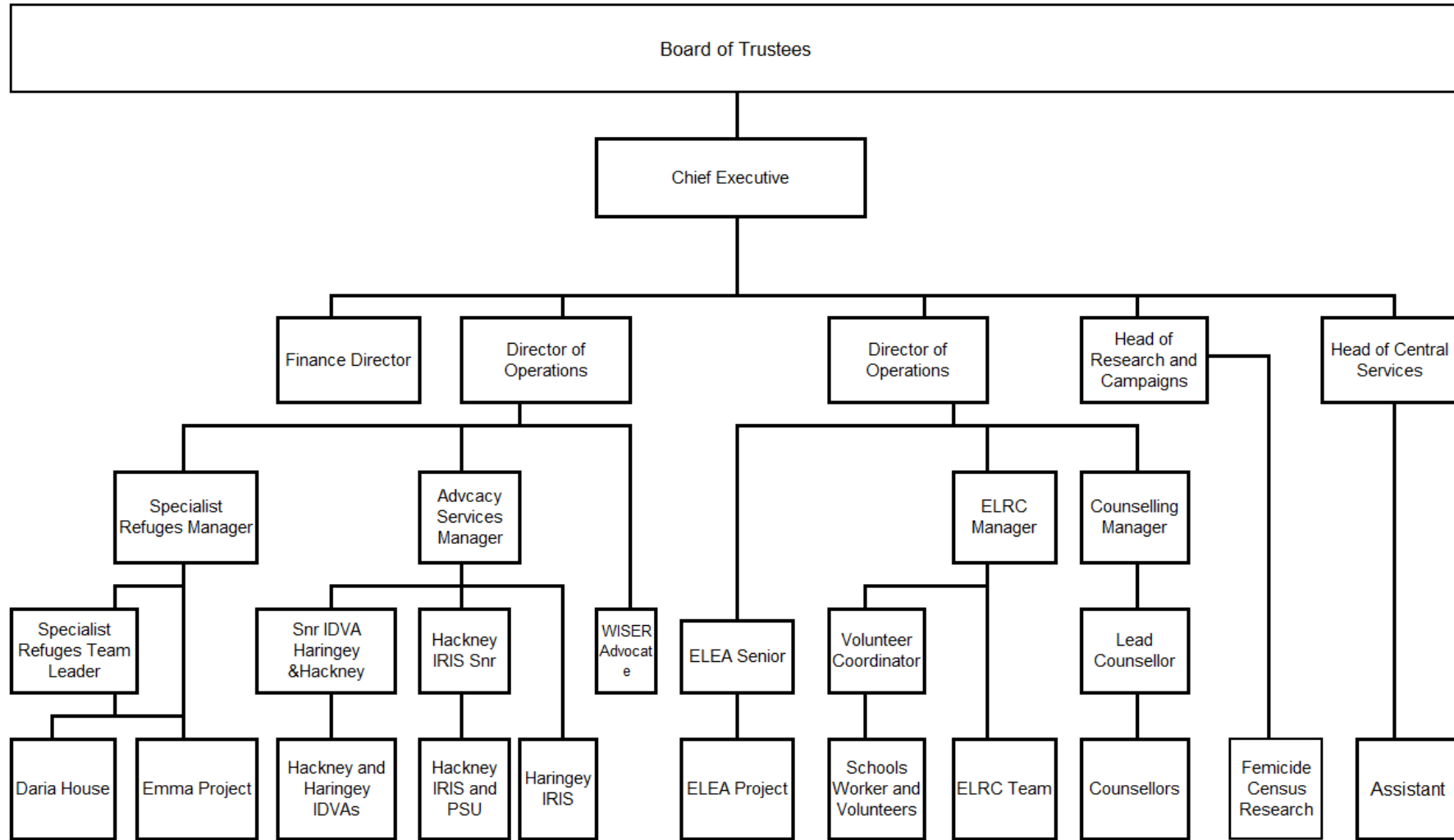
- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

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



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.

IRIS improves the quality of care given by GP surgeries to women experiencing domestic violence. The IRIS Advocate Educator will roll out a new **IRIS** service across the London borough of Barking and Dagenham and will provide training to G.P. practices and support women referred to the service.

This post is funded by the Violence Reduction Unit (VRU) which has invested £1m to promote and improve the health care response to gender based violence in London.

London's (VRU) is taking a public health approach to violence reduction, that is contextual; looking at the context and influences that impact on individuals at significant points in their life.

nia has been awarded funding deliver **IRIS** in Barking and Dagenham

We are recruiting for the following post on a fixed term contract until 31st March 2021.

Job Title: IRIS Advocate Educator Barking and Dagenham
Hours: 35 hrs p/w
Salary: £28,785

We are looking for highly organised and self-motivated woman who is passionate about ending male violence against women and girls. You will have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and their children to be safer.

To apply please visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will **not** be accepted.

Closing Date: 10am, 12th July 2020
Interview Date: 24th July 2020

The post will be subject to an enhanced vetting and barring check, but this does not necessarily exclude applicants, 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

Position Title:	IRIS Advocate Educator
Full time:	35 hours per week
Salary Range:	£28,785
Team:	Advocacy Team
Line Manager:	Advocacy Services Manager

A. AIMS OF THE POSITION:

- To promote the IRIS programme, to build and maintain effective relationships with general practice teams, and to recruit local general practices to participate in the IRIS programme
- To provide in-house training for general practice teams on understanding, recognising and responding to domestic violence and abuse (DVA)
- To provide ongoing specialist advice and support around DVA to practice teams
- To encourage general practice health professionals to ask patients about their experience of abuse and respond, record, safety check and refer
- To provide specialist, individual and needs-led DVA advocacy and support to female patients who are or have experienced DVA who are referred from participating practices, and to provide onward referrals where appropriate
- To provide signposting and onward referrals to male patients who are affected by DVA
- To provide feedback on case outcomes to referring clinicians
- To collect and collate performance and monitoring data for reporting purposes and also with a view to further embedding and developing the IRIS programme locally

B. SPECIFIC AREAS OF RESPONSIBILITY:

1. Practice-based work

- Work closely with the IRIS clinical lead to promote the IRIS programme within the area and to encourage local general practices to sign up to the IRIS programme
- Negotiate dates for and arrange training sessions with practices that agree to participate
- Prepare training packs for practice training sessions
- Deliver, alongside the IRIS clinical lead, the IRIS DVA training to clinicians and non-clinical staff in participating general practices and prepare training materials where necessary
- Promote awareness of the experiences and needs of women affected by DVA, particularly in relation to their health, in partnership with the Clinical Lead
- Develop a good relationship with all general practice staff and work effectively as part of the practice team. This includes:

- provision of systematic and ad hoc support to the primary care teams of participating general practices, including meeting with individuals and small groups of clinical and administrative staff
 - Attending relevant meetings
- Maintain effective monitoring procedures and ensure that clear accurate records of practice-based work are kept and maintained, in line with IRISi requirements
 - Feedback on the use of the electronic medical record prompt linked to the IRIS programme and provide patient feedback and case updates /outcomes
 - Using the data collected, maintain an overview of local practices' engagement with the IRIS programme
 - Act upon this overview to proactively ensure that the IRIS programme is well established and embedded, and that all local IRIS-trained practices are engaging with the programme

2. Advocacy and support service

- Provide support to women experiencing (or who have experienced) DVA referred by primary health care clinicians from participating practices
- Provide support to women experiencing (or who have experienced) DVA who self-refer from participating practices
- Provide direct assessment, casework support, advice, information and advocacy to women experiencing DVA through telephone contact, and/or meetings at the relevant practice
- To operate within Pan London and local safeguarding procedures to support survivors of DVA
- 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
- Develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within the specialist DVA service that is delivering IRIS, to other specialist DVA services or other external agencies when appropriate
- Keep accurate records of all referrals received and of work done with or on behalf of service users, in line with IRISi requirements.

C: 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**
 - Attend and participate in the local IRIS steering group meetings
 - Contribute to monitoring and evaluation of the IRIS programme, by:
 - Collecting and collating all practice-based and referral and advocacy data and monitoring, and providing IRISi with this, as requested
 - Producing written reports as requested (e.g. quarterly reports, annual report), including for the local IRIS steering group
- Engage with the national IRIS Network and participate in IRIS Network events

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 IRIS Advocate

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).

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	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	
Skills and Abilities				
7	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
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
Personal Attributes and Circumstances				
11	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives.	X	X	
12	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.		X	
13	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others.		X	
14	Able to work weekends and an additional evening occasionally if required.	X		



delivering cutting edge services
to end violence against women and children

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