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Dear Applicant

Thank you for your interest in this post, **Independent Domestic Violence 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 by the closing date. Any late applications will not be accepted.

Yours faithfully,

Rachel Evans
Head of Central Services

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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 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 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 relate 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.

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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, Head of Central Services at revans@niaendingviolence.org.uk who will be pleased to arrange this for you.

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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 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

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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.
- **The Anita Project** -devised to bring about long-term sustainable change for women facing multiple disadvantage and who are involved in prostitution in London. This service includes advocacy, group work and nighttime outreach.

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 specialist 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

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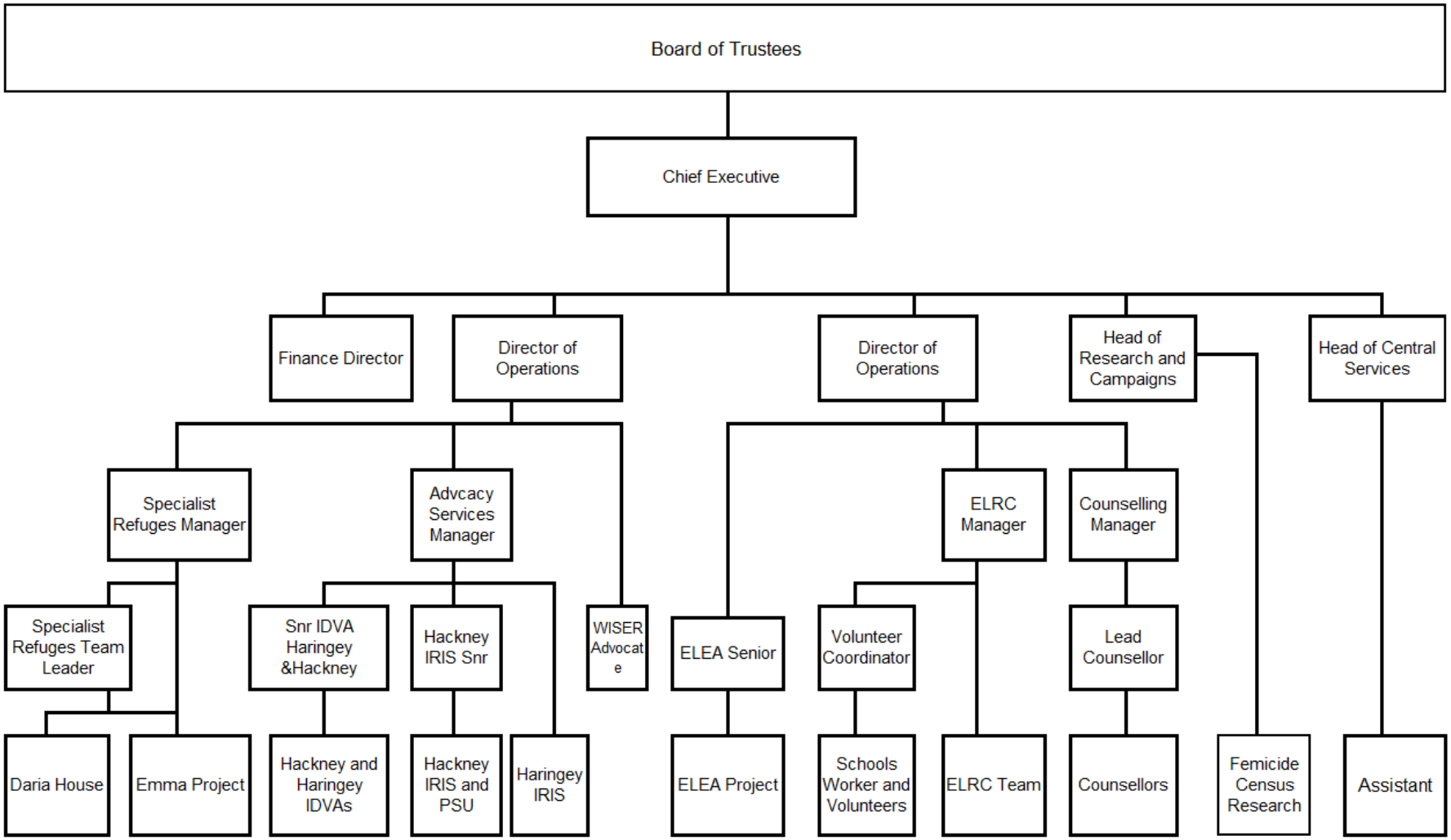

ADVERT

nia has been delivering services to women, girls and children who have been subjected to sexual and domestic violence and abuse, including prostitution, 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.

nia's Independent Domestic Violence Advocate (**IDVA)** service is double quality marked holding SafeLives Leading Lights accreditation and the Advice Quality Standard. 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.

We are seeking to recruit to the following post:

Job Title: **Independent Domestic Violence Advocate - Haringey**
Job Ref: **nia 54**
Hours: **35 hours per week**
Salary: **£26,000 - £29,000 dependent on experience and qualification**

The post is currently funded until March 2022 (an extension is possible).

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

To apply, visit our website 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

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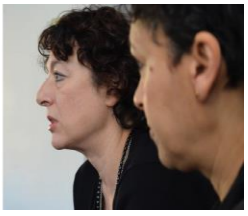
Closing date: **10am, 8th December 2021**
Interview date: **17th December 2021**

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.



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JOB PROFILE

Position Title: Independent Domestic Violence Advocate – Haringey
Full time: 35 hours per week
Salary: £26,000 - £29,000 dependent on experience and qualification
Team: Advocacy Team
Line Manager: Senior IDVA

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
- 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
- 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

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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 Hackney or Haringey

3: Monitoring and evaluation

- Maintain and update records of all cases in line with the Advice Quality Standard and the SafeLives - 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.

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PERSON SPECIFICATION
IDVA Haringey

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: 2500 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 • 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
11	Ability to speak languages; Urdu, Bengali, Polish, Romanian, Russian - *desirable*	X		
Personal Attributes and Circumstances				
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		
Education				
16	Evidence of continuing professional development and relevant professional qualifications/training.	X		
17	A SafeLives qualification or equivalent - *desirable*	X		