



39 Blossom Street
York
YO24 1AQ
03000 110 110
info@idas.org.uk
idas.org.uk

Dear applicant,

Thank you for your interest in working with IDAS.

Please find enclosed:

- Guidance notes – **please read these carefully**
- Job description
- Person specification
- Application form - please download from our website: [here](#)
- Link to our Diversity and Equalities Monitoring questionnaire: [here](#)

If you require any additional information about the position, please email info@idas.org.uk

All completed applications should be emailed to hbrandpayroll@idas.org.uk or posted to IDAS, HR & Payroll Officer, 39 Blossom street, York YO24 1AQ. Email applications are preferred.

All applicants should also complete our Diversity and Equalities Monitoring questionnaire via the following link [here](#) This information helps us understand whether our recruitment process has reached a wide audience and it will be held completely confidential.

The closing date for this post is noon on Tuesday 21st September 2021 It is anticipated that interviews will be conducted after week commencing 27th September 2021.

Unfortunately, we are unable to provide feedback on applications.

Best Wishes,

Tracey Beever

Head of People, Independent Domestic Abuse Services.



Safe lives, free from abuse and violence

GUIDANCE NOTES: Independent Domestic Abuse Services

- Please read the job description and person specification before completing the form.
- Use black ink when completing the form.
- Complete the application form as fully as possible, referring to the job description and person specification. We only short-list people for interview who meet every essential requirement on the person specification.
- Include information about your relevant experience, this can be experience gained through voluntary work, interests or hobbies as well as through paid employment.
- Include details of why you want to work for IDAS as well as information about your experience.
- Please return the application form via email to: hbrandpayroll@idas.org.uk.
- Please complete the Diversity and Equalities Monitoring Questionnaire using the link provided.
- All your personal information is held in accordance with IDAS Data Protection and Confidentiality Policies and will not be shared with anyone other than for the purpose of this recruitment process.

Independent Domestic Abuse Services

Job Description

JOB TITLE:	Children's Support Worker
LOCATION:	Harrogate Refuge
SALARY:	NJC Points 12-18 Starting £22,183 (Full-Time)
HOURS:	18.50 hours per week
LEAVE:	26 Days + Bank Holidays (Full-Time)
RESPONSIBLE TO:	Local Area Manager
RESPONSIBLE FOR:	Volunteers & student placements

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

HOURS:

Flexible working patterns will be required to meet the needs of the project and will include evening and weekend work. Staff may be required to work in various locations. Annual leave and time off in lieu to be taken with the prior agreement of your line manager.

OVERALL OBJECTIVES

To deliver and develop support services for children and young people aged up to 16 years who have experienced domestic abuse in order to ensure their safety and emotional well-being.

To operate in accordance with best practice and within the policies and procedures of IDAS.

PARTICULAR TASKS OF THE POSTHOLDER

Support of Children / Young People

To assess the needs of children and young people on an individual basis in relation to their experiences of domestic abuse and provide appropriate individual support.

To work in conjunction with adult support workers to assess the whole family and to provide appropriate support to adult victims and their children.

To develop and deliver a programme of activities and events to assist children to overcome the negative effects of domestic abuse.

To act as an advocate for children, attending school, court and child protection case conferences where required.

To work with children to develop their confidence, self-esteem and practical skills.

To carry out safety planning with children and young people living with domestic abuse.



To assess children's needs and make referrals to external agencies where appropriate.

To set up and run peer support groups.

To maintain an awareness of actual or potential child abuse and take appropriate action, including making referrals to Social Services.

Support of Adults

To ensure that carers are aware of their responsibility for their own children's welfare and encourage constructive relationships between carer and child.

To assist in the smooth running of the refuge including helping maintain the accommodation, taking referrals and admitting women.

To participate in the delivery of a help-line to victims of domestic abuse and sexual violence.

Resettlement Services

To provide practical and emotional support and advocacy services to families who have recently resettled into the community.

To liaise with relevant agencies involved with clients to ensure that support is on-going, e.g. Social Services, Health Visitors, schools.

To provide information and advice on relevant external agencies that may be able to provide support to women and their children e.g. Police, Victim Support, NSPCC, etc.

Physical Environment

To ensure Health & Safety checks are completed in the Team Leaders' absence.

To adhere to the Health and Safety policy and report repairs to the appropriate person / agency.

To ensure that residents are aware of fire procedures and all other alarm systems.

To explain and enforce procedures relating to the smooth running of the refuge, including house rules, cleaning rota's and so on.

Internal and External Liaison and communication

To communicate positively with colleagues and promote IDAS values and ethos across the organisation.

To attend and participate positively in relevant meetings, training, supervision and annual appraisals.

To liaise with and train external agencies to increase public awareness of the issues surrounding domestic abuse.

To promote the work of Independent Domestic Abuse Services (IDAS) modelling a high standard of professional behaviours.

To represent IDAS at appropriate meetings and forums.

To develop positive links with voluntary and statutory agencies.



To keep up-to-date with national and local government decisions pertinent to IDAS.

Administration

To maintain appropriate records relating to referrals and support carried out with children.

To keep clear records relating to child protection matters.

To record all information on IDAS Case Management System.

Other

To work on a flexible basis with some unsociable hours to meet the needs of the project.

To participate in fundraising activities.

To provide support and guidance to volunteers.

To undertake all other reasonable tasks requested by the management team.

Scroll down

Person Specification – Children’s Support Worker

Qualities required	
Skills and experience	<p>Working with people</p> <ul style="list-style-type: none"> ▪ Must have a proven track record of working with / supporting people affected by domestic violence ▪ Must be empathic and non-judgmental in your approach ▪ Must have a proven track record of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders ▪ Must have the ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly ▪ Strong team working capabilities and ability to liaise and co-ordinate effectively with peers in the area to achieve area objectives <p>Communication</p> <ul style="list-style-type: none"> ▪ Must be able to communicate effectively with clients, colleagues and stakeholders ▪ Must show an ability to articulate views and ideas in a persuasive way ▪ To be confident at presenting information in a variety of situations, including court settings, in formal training and dealing with feedback and challenges <p>Equality and Diversity</p> <ul style="list-style-type: none"> ▪ To demonstrate a commitment to the principles of equal opportunity and diversity.
Organisational abilities	<p>Service Delivery</p> <ul style="list-style-type: none"> ▪ To have a clear understanding of best practice in relation to providing support to clients going through the criminal justice system ▪ Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision. ▪ Must be committed to ensuring the delivery of quality services taking account specific account of the needs of clients <p>Finance & Administration</p> <ul style="list-style-type: none"> ▪ Should be able to demonstrate literacy skills ▪ Should possess IT skills, including knowledge of Word, Outlook and Excel ▪ Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time and within budget.
Personal effectiveness	<p>Approach to work</p> <ul style="list-style-type: none"> ▪ Must be a strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and is able to prioritise workloads effectively. ▪ Able to produce practical and creative solutions to issues and problems.
Education / qualifications	<p>No formal qualifications required. SafeLives accreditation or similar desirable.</p>
Commitment to IDAS	<p>Commitment to organisational goals</p>

- | | |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">▪ Should be able to demonstrate a strong commitment to the objectives and values of IDAS. <p>Embracing change</p> <ul style="list-style-type: none">▪ Should be open to and supportive of change and new ways of working. |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The post holder is expected to work within policies and procedures of IDAS and be committed to its ethos and values. This will include promoting and demonstrating the principles of equal opportunity including encouraging diversity and tackling discrimination.

IDAS values

We are: **Compassionate, determined, inclusive, courageous and respectful.**