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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](mailto:info@idas.org.uk)

All completed applications should be emailed to [hbrandpayroll@idas.org.uk](mailto: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 Friday 19<sup>th</sup> November 2021 It is anticipated that interviews will be conducted after week commencing Monday 29<sup>th</sup> November 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](mailto: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 (IDAS)

### Job Description

<b>JOB TITLE:</b>	Lead Independent Domestic Violence Advisor (IDVA) (Young Persons)
<b>LOCATION:</b>	Sheffield
<b>SALARY:</b>	NJC Scale points 22 – 24 Starting £27,041 Full Time -pay award pending
<b>HOURS:</b>	37 hours
<b>RESPONSIBLE TO:</b>	Community Project Manager
<b>RESPONSIBLE FOR:</b>	Staff and volunteers

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 provide case management support to practitioners on a day to day basis ensuring that risk is managed and that safeguarding concerns are dealt with effectively.

To support a small caseload of high risk, vulnerable clients.

To ensure that the services are delivered in line with IDAS policies and procedures promoting high standards in all areas of work.

To lead on and liaise closely with health professionals.

#### **PARTICULAR TASKS OF THE POSTHOLDER**

##### **Staff and Volunteers**

To provide day to day support, guidance and advice to staff and volunteers.

To provide effective case management to a small team of IDVAs.

To oversee case allocation.

To assist in the recruitment and induction of staff, volunteers and student placements.

To maintain an awareness of staffing levels, monitor annual leave and organise staff rotas to ensure that the project is adequately staffed at all times.

To manage the performance of staff on a day to day basis and initiate the Capability or Disciplinary Procedure where required.



### **Supporting clients**

To complete risk assessments and carry out effective safety and support planning with clients and potential clients ensuring that appropriate action is taken to reduce harm.

To work in conjunction with legal services and the police to ensure that clients are offered the highest quality advice and support with regard to any legal action that they may be taking, including through the family courts.

To ensure that high risk clients are referred to and represented at the Multi Agency Risk Assessment Conferences system (MARAC).

To attend MARAC meetings, case conferences and appropriate multi-agency meetings on behalf of clients and / or IDAS.

To liaise closely with other agencies e.g. specialist charities, Housing, DWP, Health, Social Services, Solicitors, Police, Courts etc. on behalf of clients and to act as their advocate where appropriate.

To make referrals to other IDAS services, to counsellors and to external agencies where this is the most appropriate course of action.

To ensure that safeguarding concerns are monitored and reported in accordance with IDAS's Safeguarding procedures.

To oversee and deliver groups and programmes to clients.

### **Internal and External Liaison and communication**

To communicate positively with all colleagues, providing support to the wider management team by promoting 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 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 & Finance**

To maintain clear records in line with IDAS's policies and procedures ensuring that all systems are consistently used by staff and volunteers.

To provide information and reports to the Senior Management Team, funders and stakeholders as required.



## Other

To participate (on a rota basis) in the delivery of an out of hours helpline 7 days a week.

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

To participate in fundraising activities.

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

## Person Specification – Lead IDVA

Qualities required	
<b>Skills and experience</b>	<p><b>Working with people</b></p> <ul style="list-style-type: none"><li>▪ Must have a proven track record of working with vulnerable people, preferably those affected by domestic abuse.</li><li>▪ 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.</li><li>▪ Must have the ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly.</li><li>▪ Must have team leading capabilities along with the ability to liaise and co-ordinate effectively with peers in the area to achieve joint objectives.</li></ul> <p><b>Communication</b></p> <ul style="list-style-type: none"><li>▪ Must be able to communicate effectively (both orally and in writing) with clients, staff and stakeholders.</li><li>▪ Must show an ability to articulate views and ideas in a persuasive way.</li><li>▪ To be confident at presenting information in a variety of situations, including formal training and dealing with feedback and challenges.</li></ul> <p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"><li>▪ To demonstrate a commitment to the principles of equal opportunity and diversity.</li></ul>
<b>Organisational abilities</b>	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"><li>▪ To have a clear understanding of best practice in relation to the provision of outreach and IDVA services.</li><li>▪ Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision.</li><li>▪ Must be committed to ensuring the delivery of quality services taking specific account of the needs of clients.</li><li>▪ Ability to set and respond to specific targets for service provision.</li></ul>

	<p><b>Finance &amp; Administration</b></p> <ul style="list-style-type: none"> <li>▪ Should be able to demonstrate literacy skills.</li> <li>▪ Should possess IT skills, including knowledge of Word, Outlook and Excel.</li> <li>▪ Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time and within budget.</li> </ul>
<b>Personal effectiveness</b>	<p><b>Approach to work</b></p> <ul style="list-style-type: none"> <li>▪ Must be a strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and is able to prioritise workloads effectively.</li> <li>▪ Able to produce practical and creative solutions to issues and problems.</li> </ul> <p><b>Other</b></p> <p>Must have a current driving licence.</p>
<b>Education / qualifications</b>	Safe Lives trained or similar desirable.
<b>Commitment to IDAS</b>	<p><b>Commitment to organisational goals</b></p> <ul style="list-style-type: none"> <li>▪ Should be able to demonstrate a strong commitment to the objectives and values of IDAS.</li> </ul> <p><b>Embracing change</b></p> <ul style="list-style-type: none"> <li>▪ Should be open to and supportive of change and new ways of working and able to gain buy-in and long-term commitment from the team.</li> </ul>
<p>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.</p> <p><b>IDAS values</b></p> <p>We are: <b>Compassionate, determined, inclusive, courageous and respectful.</b></p>	