DAISY PROGRAMME
Domestic Abuse Intervention Supporting You
Breaking the chain of Domestic Abuse in Breckland

Independent Domestic Violence Advisor

NIDAS

JOB TITLE:	**IDVA**
SALARY:	**£27,605 FTE, £22,382 (pro-rata)**
RESPONSIBLE TO:	**Programme Director**
PLACE OF WORK:	**Daisy Community Hub – Watton** (The post holder may also be required to work from home due to Covid 19 considerations alongside other locations as required by the service including attendance at Police Stations outside of Breckland.
HOURS	**30 hours per week**
LEAVE:	**25 Days + Bank Holidays pro rata**

Flexible working patterns will be required to meet the needs of the post. You will participate in the rota system providing cover over 7 days a week to include occasional weekends, bank holidays and early evenings Annual leave and time off in lieu to be taken with the prior agreement of your line manager.

The post will be subject to full Police Security Vetting at Level 2.

The Daisy Programme

The Daisy Programme is a Domestic Abuse charity covering Breckland in Norfolk. We also work to support survivors of Sexual Abuse through our Rowan Project, providing counselling. Our charity has grown organically over the last 6.5 years and is a busy, well-established charity for people across the area. We provide a wide range of therapeutic interventions to our clients.

We are looking for a candidate who enjoys working as part of a team, would be keen to develop and be part of an exciting new service across Norfolk called NIDAS and who has the ability to create positive working relationships, alongside a passion for improving the response to Domestic Abuse across statutory and voluntary services.

For further information on the role please email: programmedirector@daisyprogramme.org.uk
Tel: 07572 654808.

To apply please contact: help@daisyprogramme.org.uk for an application form.

Closing date for applications: Tuesday 25th January 2022

Interviews will be held w/c: 31st January 2022

Overall Objectives

The IDVA will be part of our team within the Norfolk Integrated Domestic Abuse Services (NIDAS). Which is a community-based service providing an effective, safe, supportive, and confidential support for service users aged 16 plus and their families who are assessed as high or medium risk, and living with or fleeing domestic abuse.

The purpose of the role is to work in a multi-agency framework providing a range of support to reduce the risk of further harm posed to service users and support them to safely engage with criminal justice proceedings, Multi-Agency Risk Assessment Conferences (MARACs) and The Sanctuary Scheme, if appropriate as part of the NIDAS team.

Duties of the role

IDVA

You will work alongside our service users to ensure that they feel safe, happy with the service they are receiving and have the widest opportunities available to them to enhance their lives and improve their safety and wellbeing. You will ensure they receive an excellent level of support that uses a strengths-based and trauma informed approach and is centred around their aims and aspirations.

You will participate in the rota system providing cover over 7 days a week and represent the service by providing presentations and attending events as required.

Your role will work alongside the NIDAS Service Manager supporting the NIDAS Partnership Board in working towards the best possible outcomes for our service users and stakeholders, including collating and reporting on data.

You will provide support for a caseload of the high/medium risk service users, and for the monitoring of case management/ quality assessment of cases in line with accredited standards for your team.

This role is subject to a DBS and enhanced Police security clearance

Key Strategic Responsibilities

Work in a multi-agency framework and environment, safeguarding adults and children.
Promote Equality, Diversity, Fairness, and Inclusion at all times.
Promote a ‘Team NIDAS’ culture across the service delivery.
Ensure that our service users voices are central to all aspects of service delivery and is evidenced through safety and support planning, risk assessment and reviews.
Be part of a team of community and family IDVAs and work collaboratively with colleagues throughout the NIDAS Partnership to deliver our visions, values and objectives.
Be innovative in identifying methods to successfully engage with people across a wide range of backgrounds and with diverse needs.
Look for opportunities to improve and develop services that we offer.
To promote collaboration and multi-agency working for service users and maintain up to date knowledge of local services to enable recovery.
Support our service users to link into statutory, health and social care services to maximise their wellbeing and recovery.

To implement NIDAS's strategy on consultation and service user involvement to ensure that all service users are able to participate and contribute to the development of the NIDAS service.

Key Functional Responsibilities

Build a relationship with each service user and engage at their pace and in their preferred way; taking a service user led, flexible approach to providing practical and emotional support and advocacy.
To manage a case load of the high/medium risk cases, and regularly review support and safety needs in line with the accredited standards.
Facilitate a holistic assessment with each service user, building a relationship and creating a personalised support plan that incorporates risk and safety, and builds on their strengths and needs.
Supporting the facilitation of group programmes within the service as appropriate, by enabling colleagues and service users to create and contribute to an environment that makes participation safe, supportive, and fulfilling. May be required to support activities including drop-ins at other services in the community.
Comply with all Health & Safety policy and procedures and carry out activities in a safe manner.
Maintain accurate and thorough case records.
Comply within Data Protection and GDPR legislation and best practice.
To offer a flexible service over 7 days a week to ensure referrals reach the NIDAS IDVA service as part of a NIDAS Rota system.
To offer telephone, virtual, group or face to face advice and support to service users who have been assessed as high or medium risk.
To participate in MARAC meetings and service user groups as required.
To liaise with other teams within the NIDAS partnership to ensure seamless handover of service between the triage service and other teams within NIDAS.
To track cases through the Police, CPS, court and other systems to ensure service users have accurate and up to date information in compliance with the GDPR, confidentiality and data protection.
To provide or coordinate support for criminal justice trials as required.
To ensure that all Safeguarding issues and concerns are reported and dealt with in accordance with organisational policy and procedure, Legislation, and best practice.
To promote and work within the policies and guidelines of NIDAS and employing organisations

Internal and External Liaison and communication

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

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

To promote the work of Daisy Programme modelling a high standard of professional behaviours.

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

Person Specification – IDVA

Education & Qualifications	An accredited IDVA qualification or working towards one. Driving Licence, Business insurance and ability to travel across Norfolk
Experience	Experience of working in a voluntary or statutory agency for a minimum of two years with survivors of domestic abuse Experience of public speaking and advocating for victims. Experience of using risk assessment tools for victims of domestic abuse.
Knowledge & Skills	Knowledge of legislation around safeguarding vulnerable adults and children. Excellent written and verbal communication skills, engaging with service users, colleagues, and partners. IT skills including use of Microsoft Office, Teams, case management systems and databases. Inquisitive and problem solving. A commitment to seeking new ways of working to achieve positive outcomes. A clear understanding of Data Protection, confidentiality, and data sharing protocols. An understanding of a strengths-based and trauma informed approach to support. An understanding of the impact of domestic abuse on young people, children and families.
Values	Reliable, enthusiastic, non-judgmental, and understanding. Ability to be flexible and work independently, or as part of a team Ability to respond calmly in sometimes pressured situations. Respect and value the diversity of the community and recognise the needs and concerns of a diverse range of survivors ensuring the service and your approach is accessible to all. Always seek to expand your learning and undertake all training and development essential for this role.

The post holder is expected to work within policies and procedures of Daisy Programme 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. The organisation is committed to safeguarding both its staff, volunteers and service users adults, children and young people and risk.