



Title of post:	Independent Domestic Violence Advocate (IDVA)
Location:	Salem Street, Bradford
Salary:	£31,790. Fixed term until 31 March 2028
Responsible to:	Service Manager
Salary:	Full time 37.5 hrs per week.
Hours of Work:	Monday to Friday 37.5 hours per week, The operating hours are normally as follows. Monday 9.30 – 5.30pm Tuesday 9.30-5.30pm Wednesday 9.30-5.30pm Thursday 9.30-5.30 Friday 9.30 – 5.30pm

Flexibility may be required to meet the needs of the service and client need.

Please note this post requires the candidate to hold a full driver's licence and access to a vehicle that they will use to visit and transport clients. This service is fully agile and the majority of appointments are sited within the clients' accommodation

Role Purpose

The IDVA will be based in the Lotus Project Team but working across other multi-need teams in the Organisation. The aim of The Lotus Project is to engage and support individuals (any gender) to divert from or exit sex work through a range of support infrastructures for themselves and their families. The successful candidate will report to the Lead IDVA/ISVA who is already embedded in the team and provide a high-quality frontline IDVA case holder service to individuals accessing the Lotus project and our other multi-need teams who are also experiencing domestic abuse and/or sexual violence related trauma.

Main Duties and Responsibilities

- Take referrals from the programmes Case Liaison Workers, and providing IDVA support/ advice to the team through assessing the risks and needs of domestic abuse / sexual violence victims using an evidence-based risk identification checklist and through consultation with the programmes Case Liaison Workers (lead professional)
- Focus on and prioritise high risk cases and provide a pro-active, short to medium term crisis intervention service, through individual safety planning, advocacy, emotional and practical support.

Work with high-risk victims of domestic abuse/ sexual violence to assist them in accessing services to keep them and their family safe. Develop individual safety plans to meet client's needs as identified in the needs and risk assessment, and to embed this within the wider support package delivered by the Case Liaison Workers.

- Understand the legal framework relating to the protection of children and vulnerable adults, including the policy and procedures of the Local Safeguarding Boards.
- Providing advocacy, emotional and practical support and information to victims including exploration of legal and civil options, housing, health and finance and support clients through the criminal justice system, while working alongside the programmes Case Liaison Workers.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse/ sexual violence present in their situation
- Participate fully in the Multi-Agency Risk Assessment Conference framework: refer clients, attend and fully participate in meetings by being the voice of the client and follow up actions agreed in the MARAC keeping the client's safety at the forefront of proceedings.
- Maintain accurate and confidential case management records and contribute to monitoring information for the service and wider service
- Comply with data protection legislation, confidentiality and information sharing policy and procedures, as well as all legislation connected to your Work.
- Remain up-to-date and comply with organisational procedures, policies, and professional codes of conduct to uphold standards of best practice
- Make contact and proactively engage with individuals involved in on and off-street sex work through outreach on the streets, visits to individuals working in saunas within the Bradford area or at their home or other agreed places at their request.

- Develop and maintain excellent working relationships with the programmes Case Liaison Workers and a range of partner organisations and services.
- Make recommendations to raise standards of practice and service delivery if required.
- Attend regular team meetings and other organisational meetings as required.
- Participate in the induction process of volunteers, students, and Bridge employees.
- Apply reflective practice skills to evaluate work carried out by self.
- Contribute to training needs of other workers in this field.
- Participate in personal and professional development, updating knowledge as appropriate – NOTE: this post includes a training for ISVA that the post holder is expected to enrol in and to
- Fully participate in Bridge’s supervision and support structures.
- To recognise ones own personal and professional limitations and boundaries and discuss these at supervision and related support meetings.
- To undertake any additional duties, as directed by management which are commensurate with this post.

Job title: Person Specification, Lotus IDVA

Post ref:

Attributes	Essential criteria	Desirable criteria	How Identified
<p>QUALIFICATIONS and EXPERIENCE</p>	<p>Minimum of 2 years full time (or equivalent part-time experience) in direct casework delivery experience for individuals with multiple needs.</p> <p>This demonstrable experience must have been gained in the last 3 years.</p> <p>Holds a minimum IDVA qualification.</p>	<ul style="list-style-type: none"> • Level 3 Professional qualification in a relevant discipline e.g. social work, health and social care • Experience of working with individuals engaged in sex work • Experience of giving advice on harm reduction and sexual health • Experience in substance misuse related work • Experience of engaging with the LGBT community • Experience of court, civil and criminal justice systems. 	<p>Application Form Interview Certificates</p>
<p>SKILLS , ABILITIES and KNOWLEGDE</p>	<ul style="list-style-type: none"> • Ability to, and evidence of, having worked independently and under pressure, prioritising planning and managing own workload on a day-to-day basis, using effective time management skills • Ability to, and evidence of, preparing reports and letters and maintaining a care record to a high professional standard 	<ul style="list-style-type: none"> • Demonstrate skills in the use of motivational interviewing techniques • Ability to involve service users in advisory groups • Understanding of Trauma Informed Care approaches 	<p>Application form Interview</p>

	<ul style="list-style-type: none"> • Ability to, and evidence of, communicating cooperatively and effectively with individuals, groups, organisations and the public • Knowledge of the issues affecting people who are or have recently experienced domestic abuse/sexual violence and the impact on their health and wellbeing. • Knowledge of the legislative framework of domestic abuse. • Ability to adapt working pattern and style to provide a flexible and adaptable approach in order to develop and deliver services which are accessible and responsive to the needs of clients • Ability to, and evidence of proficient use of IT systems – email, word, entering accurate data into IT systems and using MS Teams/ Zoom • Demonstrate motivation, reliability, commitment to team and interagency working • Demonstrate resilience and ability to deal with difficult situations calmly, tactfully, and responsibly. 		
GENERAL	<ul style="list-style-type: none"> • Willingness to keep abreast of relevant professional developments and to undertake 		Application Form Interview

	<p>training for the post.</p> <ul style="list-style-type: none"> • The post-holder must adhere to Bridge Policies/Guidelines in force within the organisation. • The post-holder is expected to be flexible with regards to working hours in order to meet the requirements of the post. • Willingness to contribute to the training and development of others. • Willingness to work within a performance managed environment and contribute to performance reporting • Willingness to undertake regular supervision and appraisal in line with Bridge policies and actively and actively participate in own professional/personal development and have clear resiliency strategies. • Willing to travel in order to fulfil the requirements of the post. • Conform to standards of dress, which reflects a professional service. • This post requires a full driving licence and use of a vehicle which is used to visit and transport clients 		
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Key Behaviours	<p>Works Proactively Demonstrates initiative, thinks ahead, and takes prompt action to solve problems; completes tasks, overcomes obstacles and seize opportunities.</p>
	<p>Leads Change & Improves Performance Responds quickly and positively to change, seeking to continuously improve performance by learning quickly from our mistakes, celebrating our successes, and constantly developing our people and processes.</p>
	<p>Demonstrates Creativity & Innovation Applies creative and lateral thinking to organisational issues; challenges the status quo and introduces new ideas, methods and processes.</p>
	<p>Client & Customer Focused Focuses on and understand the needs of internal and external service users, members and other stakeholders and strives to deliver a prompt, effective and personalised service. (For ‘service users’, please also read members, stakeholders, and audiences).</p>
	<p>Influences Others & Communicates Effectively Positively influences others and where appropriate persuades them to change their views, intentions or actions. Listens closely and communicates clearly both verbally and in writing.</p>
	<p>Applies & Shares Expert Knowledge Demonstrates the specialist knowledge and technical requirements of the job. Applies skills and experience to perform the job effectively, completes work to a high standard and shares knowledge across the organisation.</p>
	<p>Works Collaboratively with Others Works collaboratively with others for the good of the business; builds a network of good relationships and develops a thorough understanding of the organisation and the wider sector.</p>
	<p>Values & Respects Others Respects other individuals; listens and takes into account different opinions, feelings and motivations; is trustworthy and acts with integrity; responds and acts constructively towards others.</p>