Title of post: Domestic Abuse Specialist – Drive Programme
Or
Qualified Independent Domestic Abuse Advisor (IDVA)

Contract until at least 31st March 2029

Location: Based Salem Street, Bradford. The post holder will be expected to travel anywhere in Bradford MBC

Responsible to: Drive Service Manager

Salary Scale: Qualified IDVA full-time 37.5 hours per week: **SCP 20, £31,790**
Or
Domestic Abuse Specialist (non-qualified) 37.5 hours per week **SPC 18 £29,000**
The post holder is expected to register and complete the IDVA programme within the first full year of employment. This will be funded by the organisation through a learning agreement. On satisfactory completion the post holder would move to the qualified IDVA salary.

Hours of Work: Core hours Monday to Friday 9am to 5pm
Note: The post holder is expected to flexibly deliver the service to meet the needs of the people using the service, this may require adjusting hours on the day to ensure support to employed people, appointments or other activities/ interventions/ attending meetings that fall outside of these core hours.

Special Provisions: The post is subject to enhanced disclosure and barring check and may also include police partnership vetting.

This post requires full driving licence and use of a vehicle.

About the role and service:

Please also read the full-service fact sheet

Who we are seeking
We are looking for a skilled, values-driven Domestic Abuse Specialist ***or*** Qualified IDVA committed to reducing harm and improving safety for children and adults affected by domestic abuse. You will bring relevant professional experience, strong assessment, engagement safety planning and communication skills, and the ability to work confidently with complexity, risk. We are seeking an individual who can balance clear boundaries and accountability with empathy, curiosity and respect, and who are able to work reflectively within a trauma-informed, strengths-based framework.

You will be comfortable working as part of a multi-disciplinary team and in close partnership with other agencies, sharing information appropriately and contributing to collective risk management and decision-making. We are particularly keen to hear from people who value learning, supervision and

reflective practice, and who want to help shape and embed a high-quality service within a well-established national model.

Role Purpose

The Drive Programme is a nationally recognised, evidence-based intervention that works with individuals who pose the highest risk of causing serious harm in intimate or family relationships. It combines intensive perpetrator case management with a coordinated multi-agency response, placing victim and survivor safety at the centre of all activity.

The Domestic Abuse Specialist or Qualified IDVA post holder plays a critical safeguarding role within the Drive Programme. The post holder will work under the direct clinical supervision of the organisations lead IDVA/ISVA and Service Manager for line management supervision and provide specialist, survivor-centred advocacy, safety planning and risk management for victims and survivors linked to Drive cases, ensuring their voice, safety and wellbeing remain central to system decision-making.

The Domestic Abuse Specailist or Qualified IDVA works alongside Drive Case Managers, statutory partners and specialist services, while maintaining professional independence and a clear focus on victim safety, choice and empowerment. The role contributes to risk reduction, improved safety outcomes and strengthened multi-agency responses across Bradford.

Main Duties and Responsibilities

1. Domestic Abuse Specialist Casework and Survivor Support

- Provide a high-quality, survivor-centred service, working alongside victims and survivors (of any gender) linked to Drive cases, with particular focus on those experiencing high levels of risk or harm.
- Provide a primarily outreach based service to victims/ survivors, build trusting, respectful and collaborative relationships, recognising the impact of trauma and adapting pace, communication and support to meet individual needs and choices.
- Work with survivors to explore and understand risk, using evidence-based risk identification tools alongside professional judgement, and supporting individuals to make sense of their own experiences and concerns.
- Co-produce individual safety plans with survivors, recognising their expertise in their own lives, and reviewing these plans flexibly as circumstances, risks and priorities change.
- Offer emotional and practical support in a way that promotes autonomy, reduces isolation and strengthens protective factors, without creating dependency or removing agency.
- Support survivors to understand patterns and dynamics of domestic abuse, including coercive control, in a way that is non-blaming, validating and grounded in their lived experience.
- Respond to crisis and heightened risk in partnership with survivors, prioritising safety while respecting choice, consent and individual decision-making wherever possible.
- Ensure all work is underpinned by trauma-informed principles, including safety, trust, collaboration, empowerment and cultural sensitivity.

2. Advocacy and Systems Navigation

- Work alongside survivors to identify the systems, services and processes that affect their safety, wellbeing and choices, and support them to navigate these in ways that feel informed, supported and manageable.
- Provide advocacy that amplifies the survivor's voice, ensuring their views, concerns and priorities are represented accurately and respectfully across agencies.
- Support survivors to explore legal, civil and protective options, including in a way that is accessible, non-directive and paced according to readiness.
- Ensure survivors are fully informed, prepared and supported when engaging with any statutory and legal processes.
- Accompany survivors (in person or through preparation and follow-up) to meetings or processes where appropriate, helping reduce anxiety and increase understanding.
- Share information transparently, supporting survivors to make their own informed decisions, even where these differ from professional or system preferences.
- Recognise and respond to structural and systemic barriers (e.g immigration status, poverty, disability, discrimination), advocating for equitable access to support.
- Act as the voice of the survivor within multi-agency forums, ensuring their perspective informs risk management decisions.

3. MARAC and Multi-Agency Working

- Work in partnership with survivors to discuss the purpose, process and implications of MARAC, supporting informed consent wherever possible.
- Make MARAC referrals where risk thresholds are met, ensuring referrals accurately reflect the survivor's lived experience and priorities.
- Attend MARAC meetings and act as a professional advocate, holding survivor safety, dignity and perspective at the centre of discussion and contribute effectively to risk management planning.
- Follow up MARAC actions in collaboration with survivors, explaining outcomes clearly and revisiting safety planning as needed.
- Maintain professional curiosity and challenge where required, ensuring risk management remains proportionate, survivor-focused and responsive.
- Work closely with police, children's services, wider Drive Team, health, housing and specialist agencies to support coordinated risk reduction.
- Contribute to the development of local pathways, protocols and information-sharing arrangements linked to the Drive Programme
- Contribute to strong local multi-agency relationships that support coordinated, timely and effective responses to domestic abuse.

4. Working Alongside Drive Case Managers

- Work in close collaboration with Drive Case Managers while maintaining clear professional boundaries and the independence of the role.
- Share relevant safety and risk information appropriately, in line with information-sharing agreements and survivor consent wherever possible.
- Provide specialist victim-safety insight and consultation to the Drive team, supporting safe, ethical and coordinated intervention.
- Ensure survivor perspectives inform system-level decision-making, without placing responsibility for perpetrator behaviour or system outcomes on the survivor.

- Escalate safeguarding concerns promptly and proportionately, maintaining transparency and clarity with survivors about what information is shared and why.

5. Safeguarding, Risk and Professional Practice

- Practice within a robust safeguarding framework, adult and child safeguarding legislation, local safeguarding arrangements and thresholds balancing survivor choice with statutory responsibilities for the protection of adults and children.
- Apply sound professional judgement to risk assessment and management, recognising that risk is dynamic and best understood through ongoing relationship-based work.
- Manage personal safety thoughtfully, including during outreach, visits and multi-agency activity.
- Maintain accurate, timely and respectful case records, recognising documentation as part of safe, ethical practice rather than surveillance.
- Uphold confidentiality, data protection and information-sharing standards, explaining boundaries clearly and compassionately to survivors.
- Reflect on practice regularly, using supervision to explore complexity, ethical dilemmas and emotional impact.

6. Organisational and Professional Responsibilities

- Participate fully in supervision, reflective practice and appraisal processes recognising these as essential to safe, sustainable the work.
- Engage in ongoing learning and professional development to maintain high-quality, evidence-informed practice and maintain up-to-date knowledge of domestic abuse practice, legislation and policy.
- Contribute to service and team learning and development and quality improvement, including training and mentoring of colleagues where appropriate.
- Attend team meetings, partnership forums and organisational meetings and act as a champion for the programme in Bradford
- Show initiative in tackling issues within the service and in relation to other agencies.
- Undertake any additional duties commensurate with the role, as directed by the Service Manager
- Hold a full driving license, have access to a car and able to travel across the area as required and transport individuals engaged in the service to services to meet their needs.
- Partake in evening and weekend work as required.
- Act with integrity and respect when interacting with people engaged with the service, colleagues, agencies and individuals.
- Be competent in defensible decision making, recording and being held accountable.
- To undertake any additional duties, as directed by management which are commensurate with this post.

Job title: Person Specification IDVA			
Attributes	**Essential criteria**	**Desirable criteria**	**How Identified**
Qualifications	Accredited IDVA qualification/ or willingness to complete IDVA training Unqualified: The post holder is expected to register and complete the IDVA programme within the first full year of employment. This will be funded by the organisation through a learning agreement. On satisfactory completion the post holder would move to the qualified IDVA salary.	Level 3 or above professional qualification in a relevant field (e.g. health and social care, social work, criminal justice, community or voluntary sector).	Application Form Interview Certificates
Experience	• A minimum of 15 months' experience delivering **all aspects** of a culturally competent Domestic Abuse service within specialist domestic abuse service or multiple needs provision. • Demonstrable experience of delivering legal advocacy**,** including supporting survivors to understand and access protective orders, criminal justice processes and relevant civil or family law options, while maintaining choice, consent and safety. • Experience working with high-risk domestic abuse cases, including complex and changing risk. • Experience of trauma-informed, survivor-centred practice, adapting approach to individual need, readiness and choice. • Experience of completing assessment and risk assessments and co-producing safety plans with victims and survivors. • Experience of multi-agency working and presenting/ advocating, including MARAC or equivalent safeguarding forums.	Experience working with individuals affected by multiple disadvantage (e.g. substance use, mental ill-health, housing insecurity, criminal justice involvement).	Application Form Interview Certificates

	• Experience of maintaining clear professional boundaries while working within emotionally demanding contexts. • Experience of working co-operatively within a partnership working environment/ model. • Experience of effectively managing risks associated with personal safety.		
Knowledge, skills and abilities	• An excellent understanding of domestic abuse dynamics, including coercive control, post-separation abuse and the impact on children and families and the legal and practical remedies available. • Demonstrable skills in effective engagement and building trusting, respectful relationships with survivors who may feel fearful, ambivalent or mistrustful of services. • Ability to work collaboratively with survivors to explore risk, options and safety, without directing or removing agency. • Strong advocacy skills, including the ability to amplify survivor voice within complex systems and challenge appropriately when safety/ legal remedies are compromised. • Excellent communication skills, with the ability to convey complex information clearly, sensitively and accessibly in both written and verbal forms. • Experience/ procedural knowledge of other services and multi-agency partnerships involved in the response to domestic abuse, including MARAC. • Ability to prioritise, plan and manage a varied workload independently while responding flexibly to changing risk. • Competence in using IT systems for case recording, communication and performance reporting.	• Demonstrates an understanding of the needs of chronically excluded and vulnerable people.	Application Form Interview

	• Demonstrates the skills of personal resilience, being tenacious and a strong ability to deal with difficult situations calmly, tactfully, responsibly and safely and appropriate use of supervision. • 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.		
GENERAL	• Commitment to equality, diversity and inclusion, and to delivering services that are accessible and culturally responsive. • Willingness to keep abreast of relevant professional developments and to undertake training for the post. • 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 work within a performance managed environment and contribute to performance reporting. • Willingness to contribute to the training and development of others, undertake regular supervision and appraisal in line with Bridge policies 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		Application Form Interview

	service. • This post requires a full driving license and use of a vehicle		

Key Behaviours	**Works Proactively** Demonstrates initiative, thinks ahead, and takes prompt action to solve problems; completes tasks, overcomes obstacles and seize opportunities.
	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.
	Demonstrates Creativity & Innovation Applies creative and lateral thinking to organisational issues; challenges the status quo and introduces new ideas, methods and processes.
	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).
	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.
	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.
	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.

	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.