



## **Job Description and Person Specification**

<b>Post Title:</b>	<b>Ending Harmful Practices IDVA</b>
<b>Contract Type:</b>	<b>Funded until March 2025 with a view to extend</b>
<b>Hours:</b>	<b>Full Time (35 hours per week)</b>
<b>Salary:</b>	<b>£29 - £32k depending on qualifications and experience</b>
<b>Place of Work:</b>	<b>Hybrid (Southall &amp; Remote)</b>
<b>Responsible to:</b>	<b>NRPF Team Leader</b>

### **Job Purpose:**

To provide high-quality and comprehensive advice, information, practical and advocacy support relating to violence against women and girls (VAWG) perpetrated against black and minoritised women and children. In particular, to support women affected by/ at risk of, harmful practices (including Forced marriage, FGM & so-called honour-based abuse) across West London.

To assist with educational, developmental, policy and campaigning work arising from harmful practices advice and casework, with a particular emphasis on those residing across West London boroughs

### **Duties and Responsibilities**

#### **Service Delivery**

- To provide trauma-informed information, advice, support, and advocacy services for victims of domestic abuse and harmful practices.
- To ensure service users (SUs) experiencing and/or at risk of harmful practices receive appropriate and timely access to specialist advice and support to meet their needs
- Where applicable, if SU is NRPF, assist her to access support under various destitution schemes, including the SBS No Recourse Fund and appropriate and timely legal advice. .
- To ensure all service delivery is provided in a safe and effective manner, that needs and risk assessments are carried out and that referrals and attendance to local Multi-Agency Risk Assessment Conferences (MARACs) take place effectively.
- To provide timely and accurate information to manager to ensure compliance with all contract monitoring and performance requirements, in particular relating to Ascent Ending Harmful Practice (London Councils) and P&Act (MOPAC).
- To ensure that all work is carried out proactively to provide inclusive and non-discriminatory practice and to participate in any training provided to ensure continuous development.
- To promote social inclusion, encourage independence, and develop the personal resilience of women using the advocacy service
- To ensure comprehensive records are completed on case files/ case management system to the highest possible standard, as per SBS guidelines.
- To maintain up to date knowledge on issues relevant to the position, in particular around harmful practices, by undertaking training as identified in supervision and appraisal meetings.
- To contribute to and assist in the facilitation of training/ community engagement events to relevant professionals, statutory and community organisations.

- To provide information, as required, for monitoring, evaluation, policy, research, and training purposes.
- To build expertise around harmful practices and act as a resource in this area within SBS

### **Multi-agency & Partnership Working**

- To ensure women are referred to external advice, information, and support agencies as appropriate, and encouraged to engage with a range of SBS services.
- To ensure the service user is at the heart of all service delivery and development
- To undertake Risk Assessments, make timely MARAC and Safeguarding referrals and participate in local Multi-Agency Risk Assessment Conferences (MARACs) and other such meetings as appropriate
- To be the 1st point of contact to the lead partner (AWRC) in Ascent EHP and P&Act, attending partner-led meetings, as required and providing information and case studies
- Develop and maintain effective relationships with partners / key stakeholders to help achieve a coordinated community response to VAWG and harmful practices. Attend community meetings and events as required
- To co-locate within key agencies such as Housing, as requested.
- To support the policy, campaigns & research team to develop impactful policy work based on SBS's advice casework, representing the needs and experiences of black and minoritised victims of VAWG.
- To work closely with Team Leader and the Head of NRPF, Finance and SMT to comply with financial requirements.

### **General Responsibilities**

- To adhere to SBS's policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work.
- To ensure compliance with all legal and contractual reporting requirements in relation to service delivery.
- In conjunction with Team Leader and Head of NRPF to attend and contribute to team/staff meetings, supervision/appraisal, and other meetings as appropriate.
- To undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects and campaigns.

***It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.***

## Person Specification

Your application should give clear examples of experience, knowledge, skills, and abilities you have gained in both paid and/or unpaid (volunteer) work in relation to the Person Specification criteria.

Specification	Essential or Desirable
<b>Qualifications and Experience</b>	
SafeLives/Womens' Aid IDVA/DAPA qualification, or the willingness to complete this	D
Considerable experience of working with survivors of violence against women and girls within a trauma-informed and inclusive framework.	E
Experience of providing advice, advocacy, or casework services to black and minoritised women and managing caseloads and, in particular those experiencing/ at risk of harmful practices	E
Experience of providing non-judgemental and confidential support to individuals, and of encouraging them to take control of their lives and set realistic objectives and goals	E
Experience of using a case management system to evidence work, in line with monitoring requirements and providing timely information to managers to ensure contract compliance	E
Experience of working within a multi-agency framework	E
<b>Knowledge</b>	
An understanding of the practical, emotional, social, and economic issues facing black and minoritised women affected by domestic violence and other forms of violence and abuse, in particular those experiencing/ at risk of harmful practices	E
Knowledge of the range of options available to survivors of domestic abuse including safe housing, criminal justice, and civil remedies	E
Knowledge of issues relating to the safeguarding of children and vulnerable adults	E
Working knowledge of current immigration, policing, and social housing issues relevant to domestic abuse and other forms of violence and abuse	E
<b>Skills</b>	
Ability to speak a language relevant to black and minoritised women	E
Ability to manage a caseload, prioritise workloads and meet deadlines for self and team	E
Ability to demonstrate empathy for the issues and barriers faced by black and minoritised women	E
Ability to maintain professionalism when dealing with crises and challenging situations	E
Ability to work in partnership and build and maintain effective working relationships with other teams and external organisations that offer services to service users	E
Excellent written and verbal communication skills	E
Ability to use the Microsoft Office suite and case management systems	E
Ability to work flexibly and proactively, with strong organisational and administrative skills	E
<b>Personal Attributes and Circumstances</b>	
A strong commitment to tackling all forms of violence against women and children within a secular framework, and to fighting for the freedoms and rights of women and girls	E
A willingness to work flexible hours where required to meet the needs of service users	E