





7. To undertake Risk Assessments and participate in local Multi-Agency Risk Assessment Conferences (MARACs).
8. To maintain case files and other records to the highest possible standard, as per SBS guidelines.
9. To adhere to SBS policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work.
10. To ensure compliance with all legal and contractual reporting requirements in relation to service delivery.
11. To provide verbal and written reports to Senior Managers, the Executive Director and Management Committee as necessary.
12. To assist in the coordination and delivery of SBS outreach surgeries.
13. To register with the Immigration Advice Authority (IAA) as a competent advisor by undertaking any relevant training and tests.
14. To maintain up to date knowledge on issues relevant to the position by undertaking training as identified in supervision and appraisal meetings.
15. To contribute to and assist in the facilitation of training to relevant professionals, statutory and community organisations.
16. To provide information for monitoring, evaluation, policy, research, and training purposes.
17. To undertake campaigning and policy work arising from advice and casework, working with legal experts to challenge decisions, laws, and policies to further the aims and objectives of the organisation.
18. To actively contribute to the organisation's cohesion, encouraging cross-team working and problem-solving approaches.
19. To attend team/staff meetings, supervision/appraisal, and other meetings as appropriate.
20. To undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects, and campaigns.

### **Person Specification**

**Your application should give clear examples of experience, knowledge, skills, and abilities gained through paid and/or unpaid work (e.g., volunteering or campaigning).**





**Key:**

**E = Essential (must-have criteria)**

**D = Desirable (criteria that will strengthen your application)**

**\* = Criterion used for shortlisting**

<b>Qualifications and Experience</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed via</b>
IAA qualification or willingness to achieve this.	E*	Application
CAADA/SafeLives/Womens' Aid IDVA/DAPA qualification, or the willingness to complete this	E	Application
Experience working with victim-survivors of domestic abuse and other forms of VAWG.	E*	Application
Experience providing advice, advocacy, or casework to Black, minoritised and migrant women across multiple channels (phone, email, in-person) in a fast-paced environment.	E*	Application
Experience providing non-judgemental, confidential support and enabling victim-survivors to set realistic goals.	E*	Application & Interview
Experience working within a multi-agency framework.	D	Application & Interview
<b>Knowledge</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Understanding of the practical, emotional, social, and economic issues facing Black, minoritised and migrant women affected by VAWG.	E*	Application & Interview
Knowledge of survivor support options including safe housing, immigration/asylum routes, criminal justice, and civil remedies.	E*	Application & Interview
Knowledge of safeguarding children and vulnerable adults.	E*	Application & Interview
Working knowledge of structural issues relevant to VAWG, including immigration policy, policing, and housing systems.	D	Application & Interview
<b>Skills</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Ability to speak a South Asian language, or Arabic, Kurdish, Pashto, Dari, Somali, Tigrinya	E*	Interview





Ability to manage a caseload, prioritise workload and meet deadlines	E	Interview
Ability to demonstrate empathy for the issues and barriers faced by Black and minoritised women	E*	Application
Ability to prioritise workload and meet deadlines.	E*	Application
Demonstrated empathy and understanding of barriers faced by Black and minoritised women.	E	Interview
Strong interpersonal skills, patience, and ability to handle sensitive situations while maintaining professional boundaries.	E	Interview
Ability to build and maintain effective relationships internally and externally.	E	Interview
Excellent written and verbal communication skills.	E*	Application & Interview
Competence using Microsoft Office and case management systems.	E*	Application
Strong organisational and administrative skills; ability to work flexibly and proactively.	E*	Application
Ability to maintain professionalism when dealing with crises and challenging situations	E*	Application & Interview
Ability to build and maintain effective working relationships with other teams and external organisations that offer services to our service users	E*	Application & Interview
<b>Other</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Commitment to tackling all forms of VAWG within an anti-racist, secular, feminist, and human rights framework.	E*	Application & Interview
Willingness to work flexible hours where required.	E	Application

***It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changing service needs and requirements. This job description is therefore a guide and not an exhaustive list of all responsibilities, and it may be subject to review over time.***

This vacancy is open to Black and minoritised women only, in accordance with the Equality Act 2010, Schedule 9, Part 1, due to the nature of the role and the work of the organisation.





We reserve the right to close this advert early if we receive a high volume of strong applications, so we encourage early submissions.

