



Job Description and Person Specification

Post Title:	Independent Domestic Violence Advocate (IDVA)
Contract Type:	1 year FTC with possibility of extension
Hours:	Full Time (35 hours per week)
Salary:	£26k - £29k depending on qualifications and experience
Place of Work:	Southall
Responsible to:	Advocacy Services Manager

Interviews will be conducted on a rolling basis.

About Southall Black Sisters

Originally set up in 1979, Southall Black Sisters (SBS) has established itself as an iconic organisation working in West London, but with a national reach and reputation for its landmark legal interventions, its targeted campaigns to bring about changes in policy for the benefit of Black and minoritised women, and its unique approach to casework and advocacy.

In 1983, we set up a not for profit, advice, campaigning, resource, and advocacy centre for Black and minority women, with a particular focus on the needs of South Asian women. SBS' casework has highlighted flaws in community and state responses to the needs of Black and minority communities, which have often ignored the plight of the most vulnerable, especially women and children. Our casework focuses on violence against women and girls, including specific forms of violence including honour-based crimes, forced marriage and related problems such as religious and cultural pressures to conform, racism, homelessness, housing, matrimonial, child custody and immigration matters. Our work by its very nature must address issues of multiple discrimination, involving the simultaneous experience of race, sex, and other forms of discrimination.

Job Description

Job Purpose:

- To provide high-quality and comprehensive advice, information, practical and advocacy support relating to domestic and other forms of gender-based violence perpetrated against Black and minoritised women and children.
- To assist with educational, developmental, policy and campaigning work arising from advice and casework.
- To promote the aims and objectives of SBS as a specialist organisation for Black and minoritised women and children.

Job Responsibilities:

1. To provide trauma-informed information, advice, support, and advocacy services for victims of domestic abuse and other forms of gender-based violence, including forced marriage, rape and sexual abuse, so-called honour crimes, and related issues such as immigration, asylum, and No Recourse to Public Funds.

2. To assist women to access support under various destitution schemes, including the SBS No Recourse Fund.
3. To promote social inclusion, encourage independence, and develop the personal resilience of women using the advocacy service.
4. To ensure women are referred to external advice, information, and support agencies as appropriate, and encourage engagement with a range of SBS services.
5. To ensure the service user is at the heart of all service delivery and development.
6. To liaise with relevant professionals and statutory agencies as necessary.
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 Office of the Immigration Services Commissioner (OISC) 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.

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 gained in both paid and/or unpaid (volunteer) work in relation to EACH of the Person Specification criteria overleaf.

Specification	Essential or Desirable
Experience	
CAADA/SafeLives/Womens' Aid IDVA/DAPA qualification, or the willingness to complete this	E
Experience of working with survivors of domestic violence and other forms of violence and abuse	E
Experience of providing advice, advocacy, or casework services to Black and minoritised women	E
Experience of providing non-judgemental, non-directive, and confidential support to individuals, and of encouraging them to take control of their lives and set realistic objectives and goals	E
Experience of working within a multi-agency framework	D
Experience of attending court in a professional capacity	D
Experience of organising meetings, seminars, workshops, and support group activities	D
Experience of letter writing and report writing	D
Knowledge	
A sound 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	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	D
Understanding of multi-agency partnership structures, including the MARAC, in responding to domestic violence and other forms of violence and abuse	D
Skills	
Ability to speak a South Asian or African language	E
Ability to manage a caseload, prioritise workload and meet deadlines	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 effectively on own initiative, with minimal direct supervision, independently and as part of a team	E
Ability to build and maintain effective working relationships with other teams and external organisations that offer services to our service users	E
Excellent written and verbal communication skills	E
Ability to use Microsoft Office (word, excel, outlook, access) to carry out casework and collect and analyse statistics	E
Ability to work flexibly and proactively, with strong organisational and administrative skills	E
General	
Commitment to the purpose and values of Southall Black Sisters	E
A strong commitment to tackling all forms of violence against women and children, and fighting for the freedoms and rights of women and girls	E
Commitment to keeping service users at the heart of service delivery and development	E
An understanding of, and commitment to, shared responsibility in a team context, including covering for colleagues in cases of emergency	E
A willingness to work flexible hours where required to meet the needs of service users	E