



Job title: Senior IDVA

Grade:

Salary:

Responsible to:

Responsible for: *Detail the specific positions who report to this position*

Context of job: *Insert service and partnership context, the area role will be based.*

Purpose of job: To support and line manage a team of IDVAs to provide a high-quality frontline service to victims of domestic abuse that delivers a service to those highest risk.

To be the lead in crisis situations and provide advice and guidance on child protection issues and information sharing concerns.

Insert whether roles requires Senior IDVA to carry a case load.

This role is subject to an enhanced Criminal Records Bureau Check

Main duties

Service delivery

- Ensure that there is a consistent delivery of services to survivors, including risk assessment, safety planning, referrals to other agencies and MARACs by allocating and monitoring work across the team.
- Ensure that risk assessment and risk management procedures are followed at all times, prioritising those most at risk.
- Be the lead professional for child protection and information sharing ensuring that staff understand and comply with the service's safeguarding framework.
- *Manage a case load focusing on high risk victims to provide a proactive, short to medium term service, based on thorough individual safety planning and personal support incorporating risk assessment and..¹*
- Ensure that case files and records are accurate and complete, and that both are kept and in compliance with DPA requirements.
- Remain up-to-date and compliant with all relevant legislation connected to your work, including organisational procedures, policies and professional codes of conduct and the IDVA Charter, in order to uphold standards of best practice.
- Contribute to annual service reviews which include monitoring data, evaluations, intake and output policy, and practice and work load reviews for the whole service.
- Respect and value the diversity of the community in which the service works in, providing a service that recognizes the diverse needs of survivors, ensuring the service is accessible to all.

¹ Not all Senior IDVAs carry a case load and some only carry MARAC case loads. This can be amended or deleted according to local practice.

Staff

- Responsible for the day-to-day supervision of staff which aims to deliver a high quality frontline service keeping the safety of victims of domestic abuse central to all processes.
- Be involved in the recruitment, selection, induction and retention processes for all staff reporting directly to you.
- Deliver and provide effective support and supervision for all members of staff by delivering / implementing:
 - i. Routine case and work load reviews based on reviewing risks and abuse;
 - ii. Line management
- Identify learning and development opportunities and performance management issues. Contribute to employee evaluations, salary and training reviews.

Participation in multi-agency operational partnerships

- Work to ensure the IDVA role is central to multi-agency work and responses to domestic abuse in your area.
- Develop and maintain links with other agencies.
- Represent the service at operational multi-agency meetings, feeding back initiatives and outcomes to the team and contribute to the evaluation of the quality of activities these services offer.
- Work in partnership with statutory and voluntary agencies to tackle the issue of domestic abuse.
- Ensure the involvement of the service in the MARAC.
- Represent the service at local and national events; deliver training and presentations as required.
- Influence and develop responses to improve services to victims of domestic abuse ensuring that the experiences of service users and other agencies inform this process.

Monitoring and evaluation

- Maintain effective monitoring and evaluation systems and databases which assess intake, output, performance and effectiveness of the service.

Person specification

Knowledge

You are required to:

- Have an excellent understanding of domestic abuse, including the impact on victims and their children, and the legal and practical remedies available to these clients.
- Understand and be experienced in managing child protection issues and procedures.
- Have a thorough understanding of IDVA work including risk assessments, safety planning, care pathway and best practice when working with high risk victims of domestic abuse.
- Have theoretical and procedural knowledge of other voluntary and statutory services involved in the response to domestic abuse.
- Understand multi-agency partnerships and the legalities of information sharing in domestic violence cases.

Experience

You are required to have experience of:

- Working with victims of domestic abuse or other vulnerable people.
- Supervising, managing and motivating a team.
- Working within legislative frameworks and using this application to develop, influence and encourage partnership working.

Skills/ Qualifications/ Professional Membership

You are required to:

- Hold a SafeLives IDVA training certificate, a relevant degree, a vocational qualification or equivalent experience.
- Support and guide your team and (where relevant) any clients, and have excellent advisory and persuasive skills.
- Have excellent crisis management skills and the ability to deal with stressful and difficult situations.
- Have excellent interpersonal skills.

Personal qualities

You are required to:

- Motivate others, providing leadership within your team.
- Be flexible and willing to work in all types of statutory and voluntary sector environments.
- Be committed to reviewing individual and team practice and undertake regular training.
- Act with integrity and respect when interacting with clients, employees, agencies and individuals.
- Show initiative in tackling issues within the service and in relation to other agencies.