



Frequently Asked Questions

IDVA service job descriptions

What have we created?

SafeLives has created a suite of job descriptions for the range of posts you might see in operation in IDVA services. These are:

1. IDVA
2. Senior/Lead IDVA
3. Service Manager

Why have we created them?

Our existing IDVA job descriptions needed updating due to the development of the IDVA role and the introduction of MARACs over the last several years. We also needed to create job descriptions that covered the whole IDVA service and related to the different sector standards.

How are they different?

These job descriptions are based on several important sector standards. We have created them in line with the National Occupation Standards for Domestic and Sexual Abuse and Violence; the SafeLives IDVA training course and the SafeLives Leading Lights Service Standards. This brings the job descriptions in line with the wider sectors requirements for domestic violence workers and other SafeLives services.

Why should you use them?

These job descriptions will help you recruit individuals who are skilled in the range of criteria required of IDVAs in today's environment of supporting high risk victims.

What is it based on?

We researched other IDVA services' job descriptions and compared these against sector standards such as NOS, Leading Lights and the IDVA accredited training.

What if I don't have a lead/senior IDVA?

We have created a Service Manager JD which relates to an organisational structure that doesn't have a Lead/Senior IDVA. Importantly these job descriptions can be amended to suit your own organisations structure.

What if I don't have a Service Manager?

These job descriptions could help you identify and evidence the key roles and responsibilities that are missing in your service or which other members of staff are informally delivering. The suite of job descriptions might support a conversation with your management board about the kind of roles you would like to see reflected within your service in the future and you could use them as supporting information for funding applications.

What if we have part time roles?

These job descriptions have been created as full time positions but each job descriptions could be applied to part time roles. Part time IDVAs would work in the same way as each other but would have

smaller caseloads than full time IDVAs. The Senior/Lead IDVAs JD could be split according to roles and responsibilities, for e.g. one post could be responsible for service delivery while the other responsible for quality assurance.

What if my job description doesn't match the one you're suggesting?

These are meant to be for national use so local variations will need to be written into these job descriptions. For example, if you have specialist roles such as for Honour Based Violence/Forced Marriage you might want to emphasise that part of their role or if you deliver specific training that would need to be written in too.

Why haven't you recommended a salary or pay scale?

We consulted services on this and followed the recommendations they made. Services were concerned that if they paid differently to what we were recommending they could find themselves with funding cuts, instability within the service and unhappy management boards. SafeLives asks that you look to your management board to help you grade these roles.

Where can I get copies?

You can find copies on our website: safelives.org.uk/resources-library/idva-job-description/