

**BIRMINGHAM & SOLIHULL WOMEN'S AID  
JOB DESCRIPTION**



**POST:** Independent Domestic Violence Advisor (MARAC)  
**HOURS OF WORK:** 37 hours per week (some out of hours work will be expected)  
**SALARY:** £28,082

**JOB PURPOSE:**

- To plan and implement high quality support and advocacy services for women affected by domestic violence who are deemed as being high risk.
- To work within a multi-agency framework to ensure the safety of women is prioritised

**RESPONSIBLE TO:** Safety Unit Manager

**DUTIES AND RESPONSIBILITIES:**

**SUPPORT WORK:**

- To recognise women and children's individual needs, providing a short to medium term service to meet those needs
- To support the empowerment of the service user and facilitate their understanding of the dynamics of domestic violence
- To carry out risk assessment and safety planning with women
- To promote women's safety within multi-agency arenas such as MARAC and Drive meetings
- To work with women to access services to help keep them and their children safe
- To facilitate access to BSWA and its services
- To devise and implement appropriate and safe methods of communication with women and children, in agreement with your line manager

**DEVELOPMENT:**

- To keep up to date with current legislative changes for dissemination within staff team, and for use when working with women and children around their rights
- To identify and make links with existing projects and community services and to develop joint services where appropriate
- To keep abreast of issues regarding domestic violence on a national and local level with particular reference to those that may affect the work of the service

## **BIRMINGHAM & SOLIHULL WOMEN'S AID JOB DESCRIPTION**

- To promote awareness of the impact of domestic violence on women and children and BSWA services
- To participate in multi agency work as agreed with your line manager

### **ADMINISTRATION:**

- To work within BSWA's administrative and financial systems
- To ensure that clear and accurate records are kept for all service users
- To ensure that Health and Safety records are kept up to date
- To produce monthly reports for your line manager
- To monitor and evaluate the MARAC IDVA and Drive Service, via various methods including feedback from service users and produce statistical information

### **COMMUNICATION:**

- To ensure that all staff team members are aware of any matters that are relevant to the welfare and security of the project, staff, volunteers and service users by:
  - Maintaining BSWA communication records
  - Following safety procedures
  - Attending team meetings
  - Carrying out risk assessments in conjunction with your line manager
- To attend in-house training
- To identify and attend training and conferences relevant to the post, in agreement with your line manager
- To attend support and supervision sessions with your line manager
- To develop a professional working relationship with external agencies
- Feedback relevant issues from external meetings/ training to the staff and management teams as appropriate
- To be involved in the Annual Review process

### **GENERAL:**

- To maintain the confidentiality of the women and children using the service and, in all matters, relating to the organisation
- To offer an equal service to all women and children regardless of age, class, culture, language, race, religion and sexual orientation
- To work within BSWA policies and procedures and demonstrate a commitment to the values and ethos of BSWA
- To work within BSWA and local multi-agency child and adult safeguarding procedures
- To work within BSWA's framework for equal opportunities and anti-discriminatory practice
- To undertake any other duties required by BSWA, which may arise and commensurate with the post

**BIRMINGHAM & SOLIHULL WOMEN'S AID  
JOB DESCRIPTION**

**POST: Independent Domestic Violence Advisor (MARAC)**

**PERSON SPECIFICATION**

<b>COMMITMENT AND UNDERSTANDING:</b>	<b>FORM</b>	<b>INTERVIEW</b>	<b>TEST</b>
Commitment to services for women and children affected by domestic violence	X	X	
Commitment to work within BSWA ethos, policies and procedures		X	

**BIRMINGHAM & SOLIHULL WOMEN'S AID  
JOB DESCRIPTION**

An understanding of women's issues and feminist principles, in particular around the issues of domestic violence and its implications for women and children	X	X	
Commitment to providing services within an anti-discriminatory/equal opportunities framework to meet individual needs	X	X	

<b>EXPERIENCE:</b>	<b>FORM</b>	<b>INTERVIEW</b>	<b>TEST</b>
Of providing practical and emotional support to women and children affected by domestic violence	X	X	
Of offering advice and information and advocating for service users on a range of issues including homelessness, benefits, legal, social welfare issues etc	X	X	
Of developing and maintaining effective working relationships with external agencies	X	X	
Of working within safeguarding guidelines to protect and promote the well-being of children and vulnerable adults	X	X	

<b>SKILLS:</b>	<b>FORM</b>	<b>INTERVIEW</b>	<b>TEST</b>
A professional approach to communicating with and engaging service users in the development and delivery of the service		X	
The ability to carry out safe working practices essential within domestic violence services, including risk assessment, safety planning and the implementation of confidentiality procedures	X	X	
The ability to build good relationships with other staff and volunteers and to work as part of a team		X	
The ability to prioritise and manage a varied workload		X	
Good administrative skills and the ability to work with Microsoft Office	X		
A willingness to work flexibly to ensure the needs of the service are met		X	

<b>DESIRABLE:</b>	<b>FORM</b>	<b>INTERVIEW</b>	<b>TEST</b>
Relevant qualifications	X		
The ability to speak one or more of the community languages of Birmingham	X		X