



## Role Profile

### Job Description

Job Title	Children & Young People Independent Stalking Advocate (ISA) *female
Salary	£28,050 (FTE) actual £16,820
Responsible to	Safer Steps Team Leader
Hours	21 hours per week
Contract	Permanent

*This post will be subject to an enhanced DBS check and West Yorkshire Police NPPV2 vetting. There is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be female.*

**Safer Steps – support to stay safe from stalking** is a new inclusive specialist service for people affected by stalking. The West Yorkshire Stalking Support Hub's partnership project provides advocacy, safety planning and training for those affected by stalking, including those at risk of technology-facilitated abuse.

The service is provided by a team of ISA's and colleagues working closely with domestic abuse practitioners and statutory and community partners to enhance understanding and responses to stalking. The service is inclusive and non-discriminatory, ensuring respect, dignity, and safety for all.

Stalking is recognised as predominantly gender-based violence and is often rooted in societal power imbalances, which encompasses crimes like domestic abuse, sexual assault, and forced marriage that are disproportionately carried out by men against women, figures suggest between 80% and 90% of victim-survivors are women.

However, although **Safer Steps** will be specialised in gender-based violence, the service is inclusive and non-discriminatory, ensuring respect, dignity, and safety for all.

At **Safer Steps**, we believe that safety, respect and empowerment start within our team.

Our service is built on collaboration: between colleagues, partners and the people we support. Every role contributes something unique, and we achieve the most when we work together with openness, curiosity and compassion.

### **About the partners**

The West Yorkshire Stalking Support Hub (WYSSH – pronounced WISH) is led by Leeds Women's Aid (LWA), in partnership with Staying Put, WomenCentre, Pennine Domestic Abuse Partnership (PDAP) and a Wakefield provider (TBC).

LWA is the largest women's charity in Leeds, and has been providing support to women and children affected by Domestic Violence and Abuse (DV & A) for over 50 years.

LWA is the lead agency for Leeds Domestic Violence Service (LDVS), a consortium of 3 agencies offering support to anyone over 16 in Leeds affected by domestic abuse. This service works within a multi-agency framework and provides high quality, pro-active service to victims of domestic, sexual and honour-based violence and abuse, stalking and forced marriage, often those at the highest risk.

LWA is also a member of the unique Women & Girls Alliance – Leeds, consisting of 12 women's and girls' organisations working to support and empower women and girls. Women Friendly Leeds (WFL) is a social movement born of the Women & Girls Alliance, working towards a city that is better for women, better for everyone

### **Purpose of Job**

The post holder will be based within the Safer Steps Team, providing specialist support to children & young people who are vulnerable and high-risk victim-survivors of stalking, including both domestic abuse-related and non-domestic abuse-related cases.

The role will focus on enhancing understanding and awareness of stalking and its unique impact on young victim-survivors across services and partner organisations. The post holder will work to reduce barriers faced by individuals accessing support and to improve processes and pathways for current and future victim-survivors.

### **Physical Conditions**

The post will be employed by and based at Leeds Women's Aid (LWA) in Leeds with flexible and hybrid working options. The post holder will be required to travel across West Yorkshire to deliver training, attend partnership meetings and provide in-person support or consultancy.

### **Economic Conditions**

This is a part-time post with a salary of £28,050 (FTE), actual £16,820.

## Responsibilities

### Responsible to:

Safer Steps Team Leader

All paid members of staff are accountable to the Chief Executive of LWA, and ultimately the Trustees, and will work according to policies and procedures agreed by them.

### Responsible for:

No direct line management responsibilities

### Close liaison with:

The post holder will work collaboratively across the **Safer Steps** team, partner agency staff and training participants, to ensure consistent, trauma-informed and safe practice in all aspects of service delivery and communication.

## Main Duties

1. To work directly with children and young people who are victim-survivors of stalking (both domestic abuse-related and non-domestic abuse-related), providing specialist support, information, advice, and advocacy, and reducing barriers to enable young people to engage safely and effectively with other services.
2. To deliver a consistent, high-quality, trauma-informed service to young victim-survivors, including case reviews, risk assessments, and the development of tailored support and safety plans.
3. To be adaptable and flexible in approach, using age-appropriate activities, games, and tools within a therapeutic setting to support children and young people in exploring difficult topics and processing challenging emotions.
4. To work effectively within a multi-agency framework to remove barriers and improve pathways of support for young victim-survivors, ensuring their needs are met through coordinated, trauma-informed, and child-centred responses.
5. To work collaboratively with other agencies, professionals, and multi-agency forums to advocate for victim-survivors, ensuring that children and young people are supported through an agreed care and referral pathway that includes both safeguarding and MARAC (Multi-Agency Risk Assessment Conference) processes.
6. To actively participate in multi-agency meetings and joint working arrangements related to the safeguarding of young victim-survivors of stalking, including DRAM (Daily Risk Assessment Meeting), MARAC (Multi-Agency Risk Assessment Conference), and other professional and case management meetings, when appropriate.

7. To establish and maintain effective collaborative working relationships with key partner agencies, including Education, Early Help Hubs, Children's Centres, Health Visitors, and Children's Social Work Services (CSWS), to ensure that the needs of children and young people in the community are identified and met through coordinated support from the relevant statutory and voluntary agencies.
8. To ensure that all case files and records are accurate, up to date, and complete, and maintained in compliance with data protection legislation, confidentiality requirements, and internal case recording policies and guidance.
9. To provide a responsive and inclusive service that recognises and respects the diverse needs and experiences of young victim-survivors, ensuring that support is equitable, accessible, and culturally sensitive.
10. To ensure that safeguarding remains paramount in all areas of work and that practice fully adheres to LWA Safeguarding Children and Young People Policy and the Leeds Safeguarding Children Partnership (LSCP) procedures.
11. To support the collection of monitoring data and feedback to evidence impact and inform learning.
12. To work collaboratively with the Team Leader and LWA Operations Manager to assess and recommend strategic areas of improvement and development in relation to technology and support.
13. To work collaboratively with the Data and Monitoring Lead to analyse patterns of stalking.
14. To represent the organisation in relevant forums and partnerships to share learning and promote best practice.
15. To ensure all work upholds organisational values and commitments to equity, diversity and inclusion.

## General

16. To attend staff meetings and other training events as required.
17. To uphold LWA and **Safer Steps** policies, with particular reference to confidentiality, health and safety and equity, diversity and inclusion.
18. To carry out any other duties or training commensurate with the post.
19. To carry out any other duties that are reasonably required duties reasonably required to support the effective delivery of **Safer Steps**.

## Person Specification

Our ideal candidate will be able to demonstrate

<b>Experience</b>	<b>How Assessed: A = Application Letter I = Interview</b>
1. Supporting victim-survivors of domestic, sexual and honour-based violence and abuse, stalking and forced marriage.	A
2. Engaging with, assessing and supporting vulnerable young people.	A & I
3. Advocating on behalf of service users.	A & I
4. Managing a caseload, including support and safety planning, risk assessing and multi-agency working.	A & I
5. Working in a multi-agency or partnership environment	A
<b>Understanding &amp; Knowledge</b>	
6. Violence against women and domestic, sexual and honour-based violence and abuse, stalking and forced marriage.	A & I
7. The dynamics and impact of stalking and technology-facilitated abuse (both domestic abuse related and non-domestic abuse related).	A & I
8. Knowledge and understanding of vulnerable young people, their emotions and behaviours	I
9. Trauma-informed approaches and the impact of trauma on victim-survivors	I
10. Safeguarding principles and data protection legislation	I
<b>Skills</b>	
11. Good organisational skills and the ability to manage a high-volume workload.	A
12. Building effective relationships, developing and encouraging partnership working through advocacy.	A & I
13. Have excellent crisis management skills and the ability to deal with stressful and difficult situations.	A & I
14. Keep an excellent standard of data and understand the importance of keeping accurate case notes	A
<b>Professional Qualification</b>	
15. ISA trained (desirable) or relevant qualification or training or professional development in stalking, domestic abuse or safeguarding	A
<b>Personal Qualities &amp; Competencies</b>	
16. Commitment to women-centred, trauma-informed, anti-oppressive and anti-racist practices	I
17. Empathy, patience and professionalism when supporting victim-survivors	A & I

18. Self-motivated, well-organised and able to manage competing priorities	A
19. Flexible and collaborative approach to teamwork	I
20. Commitment to ongoing learning in a fast-evolving field	A

## **LWA's Values**

### **1. Be Exceptional**

- We are experts in our field & proud of having a women-centred approach
- We are pioneers & leaders, striving to perform & innovate

### **2. Be Courageous**

- We are honest, inventive & have the integrity to challenge perceptions & practice
- We are encouraging & empowering of each other to be courageous & brave

### **3. Be Inclusive**

- We are diverse, welcoming, approachable & inclusive in as employers, service providers & people
- We promote unity, fairness & respect

### **4. Be Inspirational**

- We are proud of our creativity & how we motivate, listen, empower & support each other
- We are encouraging & lead by example to achieve the best

### **5. Be Responsive**

- We are collaborative, aware, compassionate & sensitive
- We adapt our approach to meet changing needs