

## **LEEDS WOMEN'S AID**

### **PERSON SPECIFICATION FOR RELIEF WORKERS**

#### **Essential requirements**

##### Knowledge

1. An understanding of the impact of domestic violence on women and children. (Essential)
2. An understanding of risk and safety issues relating to domestic violence and. (Essential)

##### Skills

3. Ability to communicate effectively with a broad range of people. (Essential)
4. Numeracy and literacy. (Essential)
5. Ability to use Microsoft Office, database and the e-mail system. (Essential)
6. Proven ability to work on own initiative (Essential)
7. Ability to form good relationships with women whilst working within professional boundaries. (Essential)

##### Other

8. Values must be consistent with those of LWA i.e. non-judgemental and the ability to maintain confidentiality. (Essential)
9. Commitment to upholding LWA's policies and procedures. (Essential)
10. Commitment to diversity and working in an anti-discriminatory way. (Essential)
11. Willingness to work flexibly. (Essential)

#### **Additional attributes or experience which are desirable**

- An understanding of the benefits system, housing rights and legal rights relating to domestic violence
- An understanding of the barriers faced by young women who are black, disabled, lesbian, bi-sexual or transgender and have or are experiencing domestic violence.
- Advocacy skills
- Experience of working with survivors of domestic violence
- Experience of working with and building positive relationships with other organisations
- Experience of working on a helpline or equivalent.