



**IDVA Job Description**

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| Job Title | Independent Domestic Violence Advocate (IDVA) – Female Maternity cover 35 hours. 1 year temporary contract |
| **Salary** | £22,401 during the probationary period. This is expected to increase to £23,398 on successful completion |
| **Responsible to** | IDVA Team Leader |

# Purpose of Job

To work within a team of IDVAs within a multi-agency framework providing a 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.

# Responsibilities

* The IDVA will work with predominantly women experiencing domestic, sexual and honour based violence and abuse, stalking, coercive & controlling behaviour and forced marriage.
* To offer support, advice, information and advocacy to victims on a one-off or on-going basis.
* Work within a risk assessment/individual support plan process.
* Work with high risk victims in order to reduce their risk.
* Perform in-depth casework within the legal process.
* Support clients before, during and after court proceedings, including attending trials and other court hearings.
* Participate in multi-agency processes and joint working arrangements, where appropriate, regarding safeguarding victims of domestic violence and abuse at the Front Door Safeguarding Hub (FDSH) and Multi Agency Risk Assessment Conferences (MARAC’s).
* Support clients on the phone and face to face, and perform visits in line with Leeds Women’s Aid Lone Working and Safe Working Practices Policy.
* Work within a Multi-Agency framework in order to offer effective services to victims and reduce risk
* Attend the Specialist Domestic Violence Court as appropriate.
* To act as an Institutional Advocate on behalf of victims of violence.
* Work with, and assess where appropriate victims of domestic violence of any gender.
* Give one-off Legal Advice for self-referrals.
* To attend drop-in services where relevant.
* To assist the IDVA Team Leader in the monitoring and evaluation of the organisation’s work, where relevant.
* To assist the IDVA Team Leader to investigate ways to develop the IDVA service offered to clients.
* To contribute to the preparation of reports and the development of publicity material, as necessary.
* To attend external and internal meetings as agreed with the Team IDVA Leader.
* Work with clients in line with Leeds Women’s Aid & LDVS’s policies and procedures.
* To undertake any other duties as may be deemed consistent with the requirements of the post.

##### Relationships

IDVA’s will be directly supervised by the IDVA Team Leader and senior IDVA who will report to the LDVS Service Manager. All paid members of staff are accountable to the Chief Executive, and ultimately the Trustees of Leeds Women’s Aid, and will work according to policies and procedures agreed by them.

IDVA’s will also be required to work with a broad range of statutory and voluntary agencies in Leeds.

###### Physical Conditions

The post will be based in whatever offices Leeds Women’s Aid works in now and in the future, or in a multi-agency setting. Some work will be undertaken at other locations, for example courts and the FDSH.

##### Economic Conditions

The salary will be: £22,401 during the probationary period. This is expected to increase to £23,398 on successful completion