

Job Title	IDVA Team Leader – Temporary post (Maternity Cover)
Salary	£30,507 per annum
Responsible to	Head of Services

The IDVA Service is managed by Leeds Women’s Aid as the lead partner in the Leeds Domestic Violence Service (LDVS) Consortium.

This service working within a multi-agency framework 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.

LDVS is a service delivered by Leeds Women’s Aid (LWA), Behind Closed Doors (BCD), and Womens Health Matters.

Purpose of Job

To support, lead and line manage the team of Senior IDVA & IDVAs in working within a multi-agency framework to provide 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.

To be the lead in crisis situations and provide advice and guidance on child protection and adult safeguarding issues and information sharing concerns.

This post will be subject to an enhanced DBS check and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

Responsibilities

Responsible to:

The IDVA Team Leader will be line managed by, and be responsible to, the Head of Services for Leeds Women’s Aid. 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.

Responsible for:

The IDVA Team Leader will have direct line management responsibility for the Senior IDVA and IDVAs and they may have some daily lines of reporting and accountability for the LDVS Project Support Officer.

Main Duties

Service Delivery

Ensure that there is a consistent delivery of services to clients, to quality standards, including: Risk Assessment; Safety Planning; Referrals to other agencies; and MARACs, by allocating and monitoring work across the team:

- Ensure that risk assessment and risk management procedures are followed at all times, prioritising those most at risk;
- Be the lead professional for child protection, adult safeguarding and information sharing, ensuring that staff understand and comply with the service's safeguarding framework;
- Manage the Senior IDVA and a team of IDVAs to provide proactive, short to medium term services, based on thorough individual safety planning and personal support, incorporating risk assessment;
- Ensure that case files and records are accurate and complete, and that both are kept and in compliance with GDPR/Data Protection Act requirements;
- Remain up-to-date and compliant with all relevant legislation connected to your work, including organisational procedures, policies and professional codes of conduct and the IDVA Charter, in order to uphold standards of best practice;
- Contribute to annual service reviews which include monitoring data, evaluations, intake and output policy and practice, and work load reviews for the whole service;
- Respect and value the diversity of the community in which the service works in, providing a service that recognizes the diverse needs of survivors, ensuring the service is accessible to all;
- It may be appropriate to carry a small caseload of the most complex cases if and when required.

Staff

- Responsible for the day-to-day supervision of staff which aims to deliver a high quality frontline service, keeping the safety of victims of domestic abuse central to all processes;
- Be involved in the recruitment, selection, induction and retention processes for all staff reporting directly to you;
- Deliver and provide effective support and supervision for all members of staff by delivering and implementing:
 - i. Routine case and work load reviews based on reviewing risks and abuse;
 - ii. Line management
- Identify learning and development opportunities and performance management issues;
- Contribute to staff development and training reviews;
- Organise regular IDVA team meetings

Participation in Multi-Agency Operational Partnerships

- Work to ensure the IDVA role is central to multi-agency work and responses to domestic abuse in Leeds;
- Support the Senior IDVA in leading the service in relation to Front Door Safeguarding Hub and MARAC processes and procedures;
- Develop and maintain links with other agencies;

- Work in partnership with statutory and voluntary agencies to tackle the issue of domestic abuse;
- Represent the service at local and national events if appropriate;
- Deliver any relevant training and presentations as required;
- Influence and develop responses to improve services to victims of Domestic Violence and Abuse ensuring that the experiences of clients and other agencies inform this process;

Monitoring & Evaluation

- Work with the Senior Monitoring Officer to maintain effective monitoring and evaluation systems and databases which assess intake, output, performance and effectiveness of the service.

General

- To attend staff meetings when required.
- Work in line with, and follow, the policies and procedures of LDVS and LWA.
- To undertake any other duties as may be deemed consistent with the requirements of the post.

Physical Conditions

The post will be based in Leeds (address given upon successful recruitment) at the present time, however work may be undertaken in a multi-agency setting. Some work will be undertaken at other locations, for example courts and the FDSH.

Economic Conditions

The salary is £30,507 per annum on a temporary contract to cover maternity leave. Hours of work are 35 hours per week, Monday to Friday. Some weekend and evening work may be required.

Essential Understanding

You are required to have an excellent understanding of:

1. Violence against women and domestic, sexual and honour based violence and abuse, stalking and forced marriage (A&I)
2. The impact on victims and their children (A&I)
3. The legal and practical remedies available to service users (A&I)
4. Have a thorough understanding of IDVA work including risk assessments, safety planning, care pathway and best practice when working with high risk victims (A&I)
5. Have knowledge of, and experience of working with, other voluntary and statutory services involved in the response to domestic violence and abuse. (A&I)
6. Understand multi-agency partnerships and the legalities of information sharing in domestic violence cases (A&I)
7. Understanding of the 'whole family approach' and 'asset-based' ways of working (I)

Essential Experience

You are required to have experience of:

8. Working as an IDVA, or directly with IDVAs, working with victims of domestic, sexual and honour based violence and abuse, stalking and forced marriage; (A&I)
9. Managing, Supporting & Motivating staff (A&I)
10. Ensuring staff are meeting appropriate quality standards (A&I)
11. Working within legislative frameworks, and developing, influencing and encouraging partnership working (I)
12. Dealing with child protection and adult safeguarding issues and procedures (A&I)

Skills

You are required to be able to demonstrate your ability to:

13. Support and guide your team and have excellent advisory and persuasive skills; (A&I)
14. Have excellent crisis management skills and the ability to deal with stressful and difficult situations; (A&I)
15. Have excellent interpersonal skills (I)
16. Have good technological skills and be able to present information clearly (A)

Qualifications/Professional Membership

You are required to:

17. Hold a SafeLives (CAADA) IDVA training qualification, a relevant degree, a vocational qualification or have substantial equivalent experience (A)

Personal Qualities & Values

You are required to be able to demonstrate your ability to:

18. Be flexible and willing to work in all types of statutory and voluntary sector environments, including multi agency settings; (I)
19. Be committed to reviewing individual and team practice and undertake regular training; (I)
20. Show initiative in tackling issues within the service and in relation to other agencies (I)
21. Values must be consistent with those of LWA i.e. non-judgemental and the ability to maintain confidentiality. (I)
22. Act with integrity and respect when interacting with service users, employees, agencies and individuals; (I)
23. Commitment to upholding LWA's policies and procedures. (I)
24. Commitment to diversity and working in an anti-discriminatory way. (A&I)