**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

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

 Other

1. Values must be consistent with those of LWA i.e. non-judgemental and the ability to maintain confidentiality. (Essential)
2. Commitment to upholding LWA’s policies and procedures. (Essential)
3. Commitment to diversity and working in an anti-discriminatory way. (Essential)
4. 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.

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