JOB DESCRIPTION & PERSON SPECIFICATION

Job title:Young Person’s IDVA (Independent Domestic Violence Advisor)

Service:Bradford Survive & Thrive Integrated Children’s Service

Salary: Grade 2 point 16-19

Hours: 22.2 hours per week (part time)

Location: Bradford

Responsible to:Service Manager

Job Summary:

As a Children’s IDVA you will be providing a range of targeted interventions to young people 13 to 17, where they are significantly affected by, or are at risk of domestic abuse. You will be part of a trauma informed service that promotes safety and resilience, aims to reduce trauma symptoms and empowers young people to make positive life choices.

This post is funded until March 2026 with the hope that funding will be extended beyond this point.

Key Tasks & Responsibilities:

1. Hold a caseload of 14 (fte) families in support or assessment
2. Provide evidenced based, bespoke interventions for individual young people in a range of settings that are, trauma informed and strengths-based.
3. Undertake assessments of need with children/young people and devise young person focused support plans.
4. Work closely with schools, Survive and Thrive partners and other local services to provide an integrated service for young people, including those from marginalised communities.
5. Work and communicate effectively with the wider family network and referring agencies throughout the journey of support, where appropriate.
6. Where appropriate, deliver psychoeducation sessions to parents/carers and professionals to build on their understanding of the impact of domestic violence in order that they might respond appropriately to the emotional needs of children and young people.
7. Attend and initiate multi agency meetings such as MARAC, Child In Need meetings and case conferences where required.
8. Ensure the voice of the young person is heard by all agencies involved, to avoid misconceptions or judgmental attitudes about domestic abuse and sexual violence.
9. Work closely in partnership with local services that address sexual violence, recognising that teen relationship abuse often includes sexual violence / abuse.
10. Actively promote the service in a range of ways including attending events and forums and engaging with key services including but not limited to education, health and statutory services.
11. Deliver programmes of group work as required.
12. Maintain accurate, timely and confidential case records in line with service requirements.
13. Assist with the production of reports as required by our funders.
14. Ensure all work is carried out to Family Action minimum standards and is designed and delivered to maximise agreed outcomes.
15. Ensure that all assigned work adheres to Family Actions Safeguarding Policy and ensure BSGB procedures are followed in the event of any child protection issues or concerns.
16. Take responsibility for accessing supervision and responding to any case or service decisions effectively, recording all decisions and ensuring that confidentiality and professional boundaries are maintained at all times.
17. Comply with Family Action’s Health and Safety Policy, Data Protection Policy and to protect the health, safety and welfare of themselves and others.
18. Comply with Family Action’s Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the Principles of these policies amongst colleagues, service users and other members of the community.
19. Promote a positive image of Family Action, representing the organisation in order to increase professional and public awareness of the organisation’s work and of the views and needs of service users.
20. Represent Family Action in relevant external and internal service related forums, participating in task groups, skill sets and service development group.

**PERSON SPECIFICATION**

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| Requirements | | Essential | Desirable |
| Education, Qualifications & Background | | | |
|  | Relevant NVQ level 3 or equivalent | ✓ |  |
|  | IDVA/ Childrens IDVA qualification |  | ✓ |
| 1. Experience | | | |
|  | Experience of delivering age-appropriate, evidenced based interventions and engagement activities with young people affected by teen relationship/domestic abuse. | ✓ |  |
|  | Experience of completing assessments | ✓ |  |
|  | Experience of participation in multi-agency support plans, | ✓ |  |
|  | Experience of working in partnership with other agencies. | ✓ |  |
| 1. Knowledge & Skills | | | |
|  | Knowledge and understanding of the impact of domestic abuse on young people and their families. | ✓ |  |
|  | Knowledge and skills in trauma informed working | ✓ |  |
|  | Skills in engaging, empowering and inspiring children and young people. | ✓ |  |
|  | Ability to maintain clear professional boundaries | ✓ |  |
|  | Good planning, assessment, verbal and written communication skills including the ability to produce high quality manual and electronic records and reports | ✓ |  |
|  | Ability to manage own workload and work independently and creatively | ✓ |  |
|  | A working knowledge of child and adult safeguarding protocols and procedures, and ability to assess risk and respond appropriately to concerns. | ✓ |  |
|  | A commitment to undertake appropriate training and professional development in evidence based, trauma informed approaches. | ✓ |  |
|  | Knowledge and skills in the use of IT, ability to use Microsoft Office packages e.g. excel and outlook. | ✓ |  |
|  | Experience of working within health and safety principles, policies and procedures (within the context of service provision) and the ability to comply with Family Action’s Health and Safety policy | ✓ |  |
| Values | | | |
|  | Able to evidence Family Action’s values at all times, which underpin our mission of ‘building stronger families’ by:   * Being people focused * Reflecting a ’can do’ approach * Striving for excellence in everything we do * Having mutual respect for everyone we work with, work for and support through our services | ✓ |  |
|  | Be committed to equal opportunities and uphold and comply with Family Action’s Equality, Diversity & Inclusion policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community. | ✓ |  |
| In addition | | | |
|  | Willing to work hours in a flexible way, including evenings and weekends as required to meet the needs of the service. | ✓ |  |
|  | Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service – Enhanced Child Workforce Child Barred Lists | ✓ |  |