



Job Description

Directorate	Families & Wellbeing
Service	DA Hub

Post details	
Job title	IDVA (Independent Domestic Violence Advocate)
Grade	6
Contract Type	12 Months Fixed Term
Location of work	Time Square
Directly responsible to	Service Manager
Directly responsible for	N/A
Hours of duty	9am-5pm
Primary purpose and scope of the job	
<p>The IDVA will support victims delivering a high-quality, independent advocacy and support service. This role involves direct work with victims, including, reviewing risk, safety planning, support coordination, crisis intervention and managing a caseload. The post holder will be based at Time Square, within the DA Hub and will support the front door duty 1 day per week.</p>	
Working Relationships	
<p>Warrington Borough Council: Children's Services, Adult Services, Homelessness & Housing Advice Service All key partner agencies that contribute to the Warrington Domestic Abuse Partnership, including but not restricted to the Police, Probation Service, Drug and Alcohol Services, Mental health Specialist Services, GP's, Voluntary, Private and Independent sector agencies.</p>	

Key Tasks and Responsibilities

1. To support victims from the point of crisis and establish positive working relationships with the aim to promote safety and recovery.
2. To proactively support victims within 48 hours of post incident referral, in close liaison with Vulnerability Hub (police) and also liaise effectively with other agencies to ensure victims receive the right support and protection in a timely manner.

3. Identify and assess the risk and needs of domestic abuse victims using the DASH risk assessment checklist and in addition other risk assessments as deemed appropriate.
4. Develop safety plans to address the risk and harm to victims and their children and manage a caseload of vulnerable victims supporting them face to face, over the telephone, email and via digital platforms.
5. Monitor, evaluate and review individual Safety Plans, identify and respond to significant changes by modifying the Safety Plan to ensure that the identified needs continue to be met in the most cost-effective way.
6. To provide emotional and practical support including advising on housing, civil and criminal legal options and advise victims on health and finance support available.
7. To advocate on the victim's behalf this includes in writing and verbally, and accompanying victims to court and other meetings.
8. To work within a multiagency framework consisting of the Marac and local partnership, protocols.
9. Signpost victims to access other services, such as solicitors, DWP, recovery groups and counselling and refer children and young people to specialist services.
10. Ensure any issues in relation to safeguarding children or vulnerable adults are referred to appropriate channels.
11. Develop strong working relationships with multiagency colleagues from statutory and voluntary agencies to ensure the most appropriate support and safety measures are in place for victims and survivors.
12. Maintain confidential client records/systems, both written and electronic, to ensure the provision of accurate up to date information.
13. To contribute and deliver the Domestic Abuse training with other colleagues as part of our safeguarding partnership training offer and also deliver short briefings to a range of audiences of the service offer.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	J. Hussain-Lala
Role	DA Partnership Manager
Date	January 2026