



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	IDVA (Independent Domestic Violence Advocate)
Grade	6
Directorate	People Directorate
Service	Children's Services

Criteria

Experience		
Working effectively with vulnerable people	A/I	E
Undertaking risk assessments and developing support plans	A/I	E
Managing a caseload of clients presenting with multiple needs	A/I	E
Working with victims of domestic abuse and/or sexual violence/homelessness/addiction/mental health and other wider health and social needs	A/I	E
Working and decision making under pressure	A/I	E
Experience of developing facilitating training and group work	A/I	E

Skills and Abilities		
Strong crisis management skills	A/I	E

Ability to work independently	A/I	E
Ability to plan and prioritise	A/I	E
Strong communication skills; written and verbal, and effective negotiation and motivational skills	A/I	E
Ability to maintain professional boundaries	A/I	E
Broad computer literacy	A/I	E
Ability and willingness to work in partnership with statutory and voluntary agencies, often coordinating their activities	A/I	E
Ability to self-evaluate, reflect on practice and influence policy Comprehensive, knowledge of the impact of domestic abuse on victims, and families.	A/I	E
Understanding of children and vulnerable adults safeguarding issues and legal responsibilities	A/I	E
Broad understanding of the responsibilities and procedures of a wide variety of other departments and statutory and voluntary agencies	A/I	E
Detailed understanding of the principles of risk assessment and safety planning	A/I	E
Knowledge of the civil and criminal justice remedies relating to domestic abuse	A/I	E

Education, Qualifications and Knowledge		
NVQ Grade 3 or equivalent (plus significant experience working in the field of domestic abuse) or Relevant degree or vocational qualification, or demonstrable equivalent experience	A/C	E
Commitment to continued professional development	A	E
<ul style="list-style-type: none"> Recognised IDVA/ISVA qualification 	C	D

Other Requirements

Enhanced DBS (plus Children's/Adults Barred List)	A	E
The ability to converse at ease with customers and provide advice in accurate spoken English	I	E
Confident and resilient	I	E
High degree of personal drive	I	D
Commitment to undertake Safe lives 12 day accredited training within 12 months of recruitment	A/I	D
Ability to work independently within policy and procedure constraints, and as part of a team	A/I	E
Ability to work some flexible hours to meet needs of the service	A/I	E

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Commitment To Service Delivery / Customer Care		
Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E

Climate and Sustainability		
Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	J Armstrong V. Sixsmith
Role	Service Manager Deputy Manager
Date	Dec 2025