



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
Grade	G6
Directorate	Families & Wellbeing
Service	Children's services- Early Help

Criteria

Experience		
1. Working effectively with victims of domestic abuse and/or sexual abuse /homelessness/addiction/mental health/ vulnerable groups.	A/I	E
2. Undertaking risk assessments and developing safety and support plans.	A/I	E
3. Managing a caseload of clients presenting with multiple needs.	A/I	E
4. Working and decision making under pressure.	A/I	E
5. Developing and facilitating training and delivering group work	A/I	E

Skills and Abilities		
1. Have Strong crisis management skills to deal with stressful and difficult situations.	A/I	E
2. Ability to work independently and within a team environment and able to plan and prioritise own workload.	A/I	E
3. Have a confident approach together with strong emotional resilience.	A/I	E

4.Strong communication skills; written and verbal, and effective negotiation and motivational skills	A/I	E
5. Ability to maintain professional boundaries.	A/I	E
6. Broad computer literacy	A	E
7. Ability to work in partnership with statutory, voluntary and private sector agencies.	A/I	E
8. Ability to self-evaluate, reflect on practice and influence policy.	A/I	E

Education, Qualifications and Knowledge		
1. 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.	C	E
2. Recognised IDVA/ISVA qualification	C	D
3. Comprehensive, knowledge of domestic abuse within the context of adult child abuse and harm on parents/caregivers, and local and national best practice approaches.	A/I	E
4. Understanding of children and vulnerable adult safeguarding processes and legal responsibilities	A/I	E
5. Knowledge of the civil and criminal justice remedies relating to domestic abuse.	A/I	E
6. Broad understanding of the responsibilities and procedures of a wide variety of other departments and statutory and voluntary agencies	A/I	E
7. Detailed understanding of the principles of risk assessment and safety planning	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
Other requirements		
Willingness and able to work flexibly, to meet service needs as necessary.	A	E
Full UK driving licence and access to a vehicle	A	E
DBS Clearance	A	E
Commitment to undertake SafeLives accredited training within 12 months of recruitment.	A	E

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

Review Arrangements
<p>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.</p>

Prepared / Revised By	Jaria Hussain-Lala
Role	DA Partnership Manager
Date	11 th August 2025
Signature of Role Holder (following appointment)	
Date Signed	

