

JOB DESCRIPTION: Locality IDVA

TITLE OF POST: Independent Domestic Violence Advisor (Women and Girls)

RESPONSIBLE TO: IDVA Team Leader

HOURS: 30 - 37 hrs a week – Work pattern to be agreed across standard service hours of Mon-Fri 9am to 7pm. Occasional weekend work may be required.

BASE: Community-based across Mid Cornwall, including GP surgeries, hospital settings, courts and other outreach locations, with local travel required.

GENERAL

Safer Futures delivers specialist Independent Domestic Violence Advocacy (IDVA) services to individuals experiencing domestic abuse to provide a pro-active service to survivors of domestic abuse to help keep them safe. The service provides inclusive, trauma-informed and survivor-led advocacy to people of all genders, ages and backgrounds, including adults and children and young people (CYP) aged 13 and above.

The Women's Centre Cornwall are the lead provider and contract holder for the service, which is delivered in partnership with Konnect Communities, West Cornwall Women's Aid, Intercom Trust, and The Olive Project.

This role sits within a multi-agency partnership model and works closely with statutory and voluntary agencies including health, police, social care, MARAC, and the courts. The postholder will work flexibly across multiple settings, including GP practices, hospital environments, community venues, outreach, MARAC and court settings, acting as a key point of contact for professionals, ensuring survivors receive coordinated, high-quality support.

PURPOSE

To provide a proactive, high-quality, frontline Independent Domestic Violence Advocacy (IDVA) service to female survivors of domestic abuse, through a trauma-informed, survivor-led and risk-focused approach.

The role involves responding promptly to referrals and disclosures, including making initial contact with survivors, explaining the service, assessing risk and the impact of domestic

abuse, and providing ongoing, short- to medium-term advocacy and case management where appropriate.

The postholder will work pro-actively within a multi-agency framework, including engagement with MARAC, MARU and other statutory safeguarding processes, to ensure coordinated responses that reduce and manage risk. This includes developing, delivering and regularly reviewing Individual Safety and Support Plans, informed by ongoing risk assessment and professional judgement.

Support will be delivered through advocacy, practical assistance and emotional support, with effective use of advocacy and partnership working skills to ensure survivors are supported to access the services and protections to which they are entitled. The role will also support survivors to understand and access their legal rights and protective options, including Non-Molestation Orders, Occupation Orders, Restraining Orders and other relevant civil or criminal protections.

All work will be underpinned by a holistic assessment of risk and impact, delivered in a way that listens to, believes and respects survivors, empowers informed choice, and prioritises safety, dignity and long-term wellbeing.

KEY RESPONSIBILITIES:

Risk-Led Advocacy and Crisis Intervention

- Provide a high-quality, front-line Independent Domestic Violence Advocacy service by
- completing a full risk and needs assessment at first appointment using accredited tools, and delivering risk-led, short- to medium-term crisis intervention focused on safety and risk reduction.
- Identify, assess and respond to risk using evidenced based risk assessment tools and professional judgement, ensuring survivors and, where relevant and their children remain central to all decision-making and safety planning.
- Work in partnership with survivors to develop and review individualised safety and support plans, responding dynamically to changes in risk and circumstances.
- Support survivors to recognise the dynamics and impact of domestic abuse, empowering them to make informed choices and regain control over their lives.

Advocacy, Justice and Systems Navigation

- Advocate on behalf of survivors within criminal and civil justice systems, including police processes and criminal and family court proceedings, ensuring survivors are informed, supported and represented throughout.
- Provide advocacy and practical support to survivors engaging with statutory and voluntary agencies, including health services, housing providers, social care and safeguarding services.
- Support survivors to access emergency and longer-term accommodation options, protective measures, welfare benefits, financial advice and other essential services.

Multi-Agency Working and Safeguarding

- Work within a multi-agency framework, including active participation in MARAC, MARU and other risk management and safeguarding forums, contributing to coordinated, effective responses to domestic abuse.
- Liaise closely with partner agencies to ensure information is shared appropriately and survivors receive timely, joined-up support in line with safeguarding duties for adults and children.
- Where the survivor is a child or young person, ensure all interventions are age-appropriate, trauma-informed and aligned with statutory safeguarding frameworks, working with parents/carers and professionals where appropriate.

Partnership Working, Professional Liaison and Referrals

- Act as a named point of contact for professionals across health, justice and community settings in relation to domestic abuse, providing specialist advice, consultation and guidance.
- Build and maintain effective working relationships with professionals within healthcare settings, courts, police, social care, housing and voluntary sector services to support early identification, referral and coordinated responses to domestic abuse.
- Receive and respond to referrals from partner agencies, including those arising from routine enquiry, professional concern or disclosure, ensuring timely, risk-informed engagement with survivors.

- Support professionals to understand domestic abuse dynamics, risk indicators and referral pathways, contributing to improved identification and safe responses within their settings.
- Maintain a routine professional presence across healthcare, court, outreach and multi- agency settings, including regular attendance at MARAC, contributing to integrated working, effective information sharing and coordinated risk management in line with safeguarding and data protection requirements.

Case Management and Professional Practice

- Manage a caseload effectively in line with service priorities, undertaking regular case review to inform progression, signposting, transfer or closure in line with risk and need.
- Maintain accurate, timely and confidential case records in accordance with data protection legislation, information-sharing protocols and organisational policies.
- Work independently and as part of a team, maintaining professional boundaries and managing emotional impact through supervision, reflective practice and continuous professional development.
- Provide survivor-centred, tailored support and information that responds to individual needs and preferences, delivered through agreed methods. Work collaboratively with
- survivors to review impact and adapt support as needs change, within an agreed framework.
- Contribute to awareness-raising, advocacy and service development activity to improve responses to domestic abuse across partner agencies.
- Work flexibly including out of hours as and when required to do so.
- Undertake any other duties commensurate with the role and service needs.

Genuine Occupational Requirement: 'This post is open to women only in accordance with the Equality Act 2010, Schedule 9, Part 1'.

Safer Futures values diversity and welcomes applicants from all sections of the community, especially from groups with a protected characteristic such as black and minoritised women, who are currently under-represented in the service.

Our premises in Bodmin are fully wheelchair accessible.

PERSON SPECIFICATION:

Requirements – Qualifications & Training	Essential	Desirable
Hold a IDVA qualification, relevant degree, vocational qualification or demonstratable equivalent experience	Yes	
Willingness to complete IDVA training if not already held	Yes	
Full driving licence and access to a vehicle	Yes	
Additional qualifications in counselling, youth work or related fields		Yes
Experience of Direct Support & Advocacy		
Experience of providing support or advocacy to survivors of domestic abuse or working with vulnerable adults and/or children and young people.	Yes	
Experience of working in a risk-led environment, responding to crisis situations and prioritising safety	Yes	
Experience supporting parents/carers alongside children and young people		Yes
Risk Management, Safeguarding & Crisis Response		
Knowledge of safeguarding procedures including MARAC, MACE and best practices when working with vulnerable adults and children.	Yes	
Ability to assess risk, create effective safety and risk management plans for victims of domestic abuse.	Yes	
Have strong crisis management skills and the ability to deal with stressful and difficult situations	Yes	
Knowledge of trauma-informed and intersectional approaches to advocacy		Yes
Multi-Agency & Systems Working		
Experience of working within, or alongside, multi-agency systems, including statutory and voluntary sector partners.	Yes	
Ability to organise and manage a varied workload, coordinating routine attendance across multiple settings including healthcare, court, MARAC and outreach.	Yes	
Experience providing training or awareness sessions to professionals, adults or young people		Yes
Knowledge of Domestic Abuse & Legal Frameworks		
Understanding of the impact of domestic violence on survivors and their children	Yes	

Have a good understanding, practical and procedural knowledge of civil and criminal justice solutions for survivors of domestic abuse and their children.		Yes
Communication, Engagement & Professional Practice		
Strong communication and interpersonal skills, with the ability to adapt approach to engage with adults, children and young people.	Yes	
Handle confidential and sensitive information appropriately in line with consent and GDPR legislation.	Yes	
Case Management, IT & Record Keeping		
Ability to manage and prioritise a caseload based on risk, ensuring timely and appropriate contact.	Yes	

Maintain accurate, timely and confidential case records, in line with service standard.	Yes	
Has experience and confidence to use IT based case management systems, to record, monitor and report case activity (e.g. HALO, OASIS)		Yes
Values & Professional Conduct		
Commitment to equality, diversity, and inclusion in service delivery	Yes	
Ability to maintain professional boundaries while offering compassionate and empowering support	Yes	
Ability to work flexibly as part of a team	Yes	
To act with integrity and professionalism in all interactions with survivors, agencies and colleagues.	Yes	
Commitment to co-production	Yes	