**SALFORD WOMEN’S AID**

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| **Job title** | **Grade** | **Location** |
| Refuge Independent Domestic Violence Advocate | £29,777 NJC Local Authority Pay Scale point 19 | Salford |

**Note to applicants:** Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\*M.O.A.** |
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|  | A min of 2 years’ experience of working with women and children who are experiencing domestic abuse, including the impact on victims & their children. | A/I |
|  | In depth knowledge of the causes of domestic abuse and the Civil and Criminal Justice system and remedies available in relation to domestic abuse. | A/I |
|  | Safelives IDVA qualification or the equivalent of domestic abuse accredited training. | C |
|  | Experience of working in a refuge or supported housing setting. | A/I |
|  | Ability to work independently and as part of a team. | A/I |
|  | Excellent verbal communication skills, including presentation and listening skills. | A/I |
|  | Excellent organisational skills including the ability to prioritise own workload and work to deadlines. | A/I |
|  | Experience of delivering courses and training. | A/I |
|  | Experience of dealing with victims of domestic abuse and working with vulnerable people. | A/I |
|  | A good understanding of and personal commitment to equality and diversity in working practices. | A/I |
|  | The ability to deal with the stress and anxiety of others and to remain calm in stressful situations yourself. | A/I |
|  | Computer literate, familiar with a range of packages including email, monitoring and evaluation systems, and use of Office. | A/I |
|  | Understanding of and commitment to the mission and objectives of Salford Women’s Aid. | A/I |
|  | Full driving licence and use of a car to use for work. | C |
| **Desirable criteria** |  |  |
|  | Have experience of supporting migrant women to regularise their status. | A/I |
|  | Bi-lingual/multi-lingual. | A |
|  | Have experience of monitoring and evaluation systems and preparing progress reports, for funders. | A/I |
|  | The ability to advocate and seek the best outcome for the client. | A/I |

YOU MUST MEET ALL THE ESSENTIAL CRITERIA TO BE CONSIDERED FOR INTERVIEW

**Method of assessment (\* M.O.A.) A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test