A picture containing graphical user interface

Description automatically generated

**information pack**

**Barnardo’s and Dundee Women’s Aid (DWA) have an exciting opportunity for people to join our Dundee Assist team, who have a genuine interest in working with victims of domestic abuse. Full induction training will be provided. Secondments are welcomed and limited job share options are available.**

The Multi Agency Independent Advocacy Service is currently undergoing a transition to a new model.  We are developing an integrated Specialist Domestic Abuse Court Advocacy Service (Dundee Assist) focused on reducing risk and improving the safety and wellbeing of victims of domestic abuse in Dundee, which aims to ensure that all victims; women, children, and men, are safe, informed and supported throughout their involvement with the criminal justice system.  Applicants should have a knowledge of domestic abuse and be committed to working with those who experience it, be enthusiastic, motivated, have excellent communication skills and be able to work collaboratively in a multi-agency environment, evidencing a respectful and inclusive approach.  You will be creative, innovative, adaptable, dynamic and able to deliver an empathic and robust service.  The use of a non-judgemental approach is essential, and you should be able to evidence professional curiosity.  This is an exciting new service model which is being funded from the newly announced Scottish Government Victims Fund

Staff within Dundee Assist are employed by either Barnardo’s or Dundee Women’s Aid.

**\*\* Please note – this post requires Non-Police Personnel Vetting Level 1\*\***

**If you require further information on this, please contact Head of Service, Lynn Macdonald,**

**Mobile: 07763 682 108**  **Email:** [lmacdonald@dundeeassist.co.uk](mailto:lmacdonald@dundeeassist.co.uk)

POSITION AVAILABLE

**ADULT Dundee Assist IDAA WORKER (BARNARDO’S)**

* 21HourS Per WeeK (PART TIME) BARNARDO’S POST
* SALARY £16,422.57 PER ANNUM

**Full induction training will be provided. Please note previous applicants need not apply.**

**Contents**

1. Job Descriptions & Person Specifications

* Adult ASSIST IDAA Worker

1. Application Details
2. Guidance on Completing Your Application Form
3. DWA Child Protection Statement
4. DWA Principles of Practice in Supporting and Protecting Vulnerable Adults
5. Equal Opportunities in Recruitment
6. Addendum

* Adult Barnardo’s IDAA Worker – Job Description & Person Specification

## Adult Dundee Assist IDAA Worker – Job Description

Accountable to: Head of Service

Location: Dundee

PURPOSE OF THE POST

To provide a sensitive, pro-active short to medium-term advocacy, support, and information service to victims/survivors of domestic abuse who are referred to ASSIST, focussing on those most at risk. This will be done primarily by telephone but face to face as required. To work with clients at high or medium risk or who have a case proceeding to court.

KEY RESPONSIBILITIES

* To provide a pro-active, short to medium term, needs-led service within a multi-agency framework to victims/survivors of domestic abuse, focussing on those most at risk.
* To receive referrals from the police or other partner agencies and contact the victim/survivor within 24 hours to offer crisis intervention, risk assessment, safety planning and information.
* To work towards the empowerment of ASSIST clients and support them to understand the dynamics of abuse as it has affected them.
* To manage a caseload and to provide additional support to those ASSIST clients most at risk where a case is proceeding to court and/or the victim/survivor is assessed as being at high risk of further abuse and harm.
* To provide information throughout the criminal justice process and ensure ASSIST clients are kept informed of their rights and options and to attend court when required.
* To support ASSIST clients to identify and take action to address their own safety.
* To support ASSIST clients to identify and take action to address the safety needs of their children while adhering to existing child protection procedures and best practice.
* To refer any children to the ASSIST CYP advocates.
* A requirement to work a variable shift pattern which includes weekend working.
* To work in partnership with relevant agencies on behalf of victims/survivors and to monitor their support plans/pathways, including undertaking joint visits.
* To advocate on behalf of and liaise with partner agencies to ensure the safety and support needs of ASSIST clients are being addressed.
* To provide additional support as directed by the Head of Service or, where appropriate, the Senior Advocate, to ASSIST clients who are at highest risk and/or are referred to a MARAC (Multi-agency Risk Assessment Conference) and/or are referred to a Police Tasking and Coordinating process.
* To maintain accurate and up-to-date database records of contact with or relating to ASSIST clients referred to ASSIST.
* To inform the Head of Service or, where appropriate, the Senior Advocate, of institutional advocacy issues to enable these issues to be resolved at a strategic level.
* To participate in multi-agency meetings or groups as directed by the Service Manager.
* To keep up to date with relevant research, legislation and policy development in relation to gender-based violence.
* To act as an effective representative of ASSIST by promoting the work and ethos of ASSIST.
* To work at all times to the ethos, values, protocols and service standards governing ASSIST and its partner agencies, Barnardo’s and Dundee Women’s Aid.
* To ensure the confidentiality and security of all information in accordance with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation.
* To comply with Barnardo’s/Dundee Women’s Aid Equality Policy.
* To comply with relevant health & safety legislation, good practice and the ethos of the employing agency, Barnardo’s/Dundee Women’s Aid.
* To carry out any other duties relevant to the post, as and when required.

*This post requires a PVG scheme record check for both types of regulated work – work with children and work with protected adults.*

*This job description cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above.*

Barnardo’s generic job description is available at the end of this document in Addendum

## Adult ASSIST IDAA Worker – Person Specification

|  |  |
| --- | --- |
|  | **Essential/**  **Desirable** |
| **Education, Training & Qualifications** | |
| Relevant/appropriate qualification (e.g. domestic abuse or violence against women, social care, counselling, advocacy, social sciences) or proven track record of providing direct support to vulnerable individuals in crisis intervention, information or support | Essential |
| Completion of IDAA Training | Desirable |
| **Experience** |  |
| Experience of providing support and information to vulnerable people, including crisis intervention, assessment of risk, safety planning, carrying a caseload, multi-agency advocacy, support and information | Essential |
| Experience of liaising with a range of partner agencies and advocating on service users’ behalf | Essential |
| Experience of preparing and delivering presentations | Desirable |
| Experience of supporting people through the court process | Desirable |
| **Knowledge** | |
| Demonstrate an understanding of the dynamics, impact and scale of domestic abuse and other forms of gender-based violence | Essential |
| Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to child protection | Essential |
| Demonstrate an understanding of and commitment to equal opportunities and anti-discriminatory practice | Essential |
| Demonstrate an understanding of the different skills required for working with survivors of abuse over the telephone compared with face to face | Essential |
| Demonstrate a thorough understanding of Microsoft Office (e.g. Word, Excel, PowerPoint) | Essential |
| Demonstrate an understanding of the criminal justice process | Desirable |
| Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to gender-based violence | Desirable |
| **Skills and Competencies** | |
| Demonstrate excellent organisational skills, including the ability to prioritise under pressure and to work to tight deadlines | Essential |
| Demonstrate a non-judgmental and empathetic approach | Essential |
| Demonstrate ability to anticipate problems and identify solutions to minimise problems | Essential |
| Demonstrate ability to be flexible, manage change and adapt to new ways of working | Essential |
| Demonstrate ability to work on own initiative and as part of a team | Essential |
| Demonstrate excellent written and verbal communication skills | Essential |
| Demonstrate ability to manage personal wellbeing in a challenging work environment | Essential |
| Demonstrate ability to recognise and maintain professional boundaries | Essential |
| Demonstrate ability to use counselling skills when supporting survivors of abuse | Essential |
| Demonstrate ability to use active listening skills and open-ended questions to ensure complex issues are understood | Desirable |
| **Special Requirements** | |
| A requirement to work a variable shift pattern which includes weekend working | Essential |
| Non-Police Personnel Vetting Level 2 and membership of Protection of Vulnerable Adults & Children Group or willingness to obtain/join | Essential |
| Full driving licence & access to own transport or otherwise be able to travel throughout Dundee | Desirable |
| Ability to have business user motor insurance if using own car for business use | Essential |

# 2. Application Details

Thank you for your interest in applying for a post at Dundee Women’s Aid.

**The** **closing date for applications is 8:00am on Monday 30th January 2023.**

**Please do not send a curriculum vitae as this will not be considered.**

**Invitations to interview will be sent by email to the address supplied by you on your application form.**

If you wish receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your returned application form. For applications submitted by email, you should receive an automated response confirming receipt of your email, please check junk/spam folders. Please note, all applications and relevant recruitment documents will be held confidentially and destroyed 6 months after the closing date. Documents relating to the successful applicant will be retained and held in their personnel file.

**For DWA posts women only need apply under Schedule 9 (part 1) of the Equality Act 2010. Barnardo’s posts are open to men and women.**

The successful candidate will be required to join the PVG scheme. Dundee Women’s Aid positively welcomes applications from women within all sections of the community.

We look forward to receiving your completed application form.

# 3.Guidance On Completing Your Application Form

As part of Dundee Women’s Aid’s (DWA) & Barnardo’s commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore, only information, which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Please ensure you have downloaded the three documents relevant to the post

* Information Pack (This document)
* Application Form
* Equal Opportunities Form

1. Please read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge, and abilities that the short listing/interview panel will be looking for.

Barnardo’s require every post must be advertised using their generic job descriptions, however please refer to the **main** job description and person spec when completing your application form.

1. The application form should be completed in black font or ink. Please **do not** adjust the size of any boxes, fonts or the layout of the application form as this may affect processing of your application.
2. Employers of each position are listed on the front cover. Please indicate on your application form which post you are applying for. For a post which has positions at both employers, please state which employer you are applying to.
3. Question 6 (Meeting the Person Specification) asks you to note down your general experience using no more than 2 A4 sides of paper and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from out with formal employment.
4. If you need to use an additional sheet of paper, please indicate the name of the post and the relevant section of the application form on the top of the sheet. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the shortlisting panel.**
5. Membership of the Protection of Vulnerable Groups Scheme is required as part of the job. Please remember to complete the Disclosure of Criminal Convictions section of the application form. This form will only be considered by the interviewing panel if you are shortlisted.
6. Completing the Equal Opportunities Monitoring Form is voluntary but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.
7. References are normally taken up for the shortlisted applicants before interview. If you do not wish one or both references to be taken up at that point please indicate on the relevant page. It is our policy not to make an unconditional job offer without taking up references.
8. Before submitting your application, you may find the following checklist helpful:

o Application form (both parts) included in email/ envelope

o Equal opportunities in *separate* email/envelope (if chosen to provide)

1. DWA is handling the recruitment for Barnardo’s. All parts of the application form must be completed. Sign, date and return by email to:[**opportunities@dundeewomensaid.co.uk**](mailto:opportunities@dundeewomensaid.co.uk)or bypost to: **Recruitment, Dundee Women’s Aid, 47 Blinshall Street, Dundee, DD1 5DF.**
2. Application forms must arrive **before** 8:00am on the closing date. **Forms arriving late will not be considered**. Please allow for delays in emails or postal services when returning your application form.

# 4.Child Protection Statement

Dundee Women’s Aid (DWA) is committed to promoting the rights of children and young people. We are committed to upholding their right to be protected from abuse and harm and upholding their right to be involved in decisions that affect their lives. We believe that the welfare of children and young people should always be the most important consideration in decisions that affect them.

***Policy Aims***

Our Child Protection Policy has been produced by DWA to help encourage and maintain an environment where all children are valued and their right to safety is upheld and to ensure that the risk of children being harmed or abused is reduced.

***Safe Recruitment***

DWA will take all reasonable steps to ensure that unsuitable people are prevented from working with children through the use of safe recruitment processes. DWA Recruitment and Selection Policy provides more information on the steps that DWA will take to achieve this.

***Child Protection***

Child protection is about protecting children from intentional or unintentional abuse and harm. Some forms of abuse include neglect, physical, sexual and emotional abuse.

All DWA workers have the following responsibilities:

* Respecting and promoting the rights, wishes and feelings of children
* Recognising and being alert to the signs that children may need protection
* Taking appropriate actions to protect children who are at risk
* Work with families, within DWA and across agencies to support and protect children who are at risk
* Maintaining up-to-date records that detail concerns and risk factors in a child’s file
* Actively managing the sharing of information with other agencies when a child is in need of protection
* Keeping informed of current developments and understanding information about data protection, confidentiality, and other legal issues that impact on child protection
* Attending appropriate training in relation to child protection.

***Confidentiality in Child Protection***

Where DWA workers have concerns in relation to child protection, they will act in accordance with DWA child protection procedures. This may mean that confidentiality between the service user and worker cannot be maintained

We will make every effort to discuss child protection concerns with the service user/s involved, any actions that we plan to take, and will seek the service user’s consent about disclosing information before instigating any child protection procedures.  However, there may be instances where this is not feasible or where failure to act immediately could further endanger a child.

# 5.Principles of Practice in Supporting and Protecting Vulnerable Adults

Dundee Women’s Aid and Barnardo’s aim to provide the best possible service to the women, children and young people we work with. We believe that service users have the right to live a life free from abuse or harm and are committed to providing services that empower service users. Our Protecting Vulnerable Adults Policy defines Dundee Women’s Aid’s commitment to safeguarding vulnerable adults who use Dundee Women’s Aid’s service.

**Dundee Women’s Aid is committed to:**

* actively working within the principles defined in national care standards: dignity, privacy, choice, safety, realising potential, equality and diversity;
* actively working together within an inter-agency framework;
* actively promoting the empowerment and well-being of vulnerable adults through the services we provide;
* acting in a way which supports the rights of the individual to lead an independent life based on self-determination;
* recognising people who are unable to take their own decision and/or to protect themselves and their assets;
* recognising that the right to self-determination can involve risk and ensuring that such risk is recognised and understood by all concerned, and minimised whenever possible;
* ensuring the safety of vulnerable adults by integrating strategies, policies and services relevant to abuse within the legislative framework (i.e. the NHS and Community Care Act 1990, the Mental Health (Scotland) Act 1984, the Public Disclosure Act 1990, the Regulation of Care Act 2000, the National Assistance Act 1948, the Human Rights Act 1998, the Adults with Incapacity Act 2000, the Mental Health Care and Treatment (Scotland) Act 2003, the Data Protection Act 2018, and the introduction of the Care Standards by the Scottish Commission for the Regulation 52 of Care 2002).
* ensuring that, wherever possible, vulnerable adults are protected from criminal acts;
* ensuring that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help, including advice, protection and support from relevant agencies (e.g. independent advocacy);
* ensuring that the law and statutory requirements are known and used appropriately so that vulnerable adults receive the protection of the law and access to the judicial process.

# 6.Equal Opportunities in Recruitment

**For information on Barnardo’s Promoting equality/valuing diversity policy please** [**click here**](http://www.dundeewomensaid.co.uk/uploads/barnardospromotingequalityvaluingdiversity.pdf)

**Dundee Women’s Aid Equal Opportunities Monitoring Form Explained**

Dundee Women’s Aid strives to provide an inclusive service. We are committed to:

* preventing any form of direct or indirect discrimination in our employment practice, in the governance of our organisation and in the delivery of our services.
* creating an environment in which individual differences and the contributions of all our staff, service users and directors are recognised and valued.
* creating a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
* reflecting and respecting diversity in all aspects of our service provision.

Dundee Women’s Aid aims to be recognised as an equal opportunities organisation, which sets exemplary standards in recruitment and selection. We intend to ensure that equal opportunity recruitment becomes a reality in practice and not simply a paper commitment.

To achieve the above aim, and check the effectiveness of our Equal Opportunities Policy, we monitor a range of areas where people may experience discrimination.

**Why we need your help**

We can only accurately assess the effectiveness of our equal opportunities policies and procedures if you let us have the information we are requesting. You do not have to complete every section, but the more information we have, the more reliable our statistics will be.

The information which you provide will help us to monitor: -

* Whether applications are being received from a broad cross-section of people.
* Whether people appointed represent a cross-section of those who apply and are suitably qualified.
* Whether our recruitment, selection procedures and working practices, are fair.
* Whether our policies meet the diverse needs of our employees and volunteers.

**What will happen to my form?**

The monitoring form will not be used in any part of the selection procedure, and will not be seen by any member in the recruitment group. We ask you to return the completed form in the sealed envelope provided so that it will be separate from your application form.

**What happens to the information?**

The information you provide will help us to monitor and review our recruitment and selection procedure. Details of individuals will **not** be identifiable from any statistical information we produce.

**What if I have any questions?**

Please do not hesitate to contact Dundee Women’s Aid using the contact information provided in your information pack.

# 7.Addendum

Text

Description automatically generated with medium confidence

Please do not refer to this document when completing the job application form

JOB DESCRIPTION

Job Title: Project Worker 2

Grade: P26C (P2634) (E if Social Worker)

Reports to: Assistant Director of Children’s Services

Line Manager and Budgetary Responsibilities: As specified

Job Purpose:

To provide advice, support and services to children, young people and their families in accordance with the aims and objectives of the service. (Specifics of Service attached as applicable).

Key Responsibilities:

**For Service Users**

* To work with children, young people and their families, on a one to one or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes.
* To work in partnership with parents/carers to empower them and to enable them to achieve better outcomes for their children.
* To work co-operatively with children’s services, health agencies and other community based services, to provide the most effective service for children young people and families.
* To take responsibility for the more complex cases/situations presenting within the service.
* To contribute to Service development.
* To apply safeguarding and child protection procedures.

**For Resources**

* To be responsible for equipment/resources linked to service delivery.
* To be responsible for case note recording, contributing to report writing and producing and keeping management information.

**For People (Staff, Students, Volunteers)**

* Supervision\* of staff, students or volunteers may be expected

\*allocating work, day to day supervision and support

**For Health and Safety**

* To promote, monitor and maintain health safety and security in the working environment

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Text

Description automatically generated with medium confidence

Please do not refer to this document when completing the job application form

PERSON SPECIFICATION

*All criteria are essential unless indicated as desirable (D).*

Job Title: Project Worker 2

**Please note:**

Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

**Education/Knowledge**

* Qualification mandatory for practice, where applicable (NB: For staff having sole and direct access to children, young people and vulnerable adults, there is likely to be a future requirement for an NVQ3 level qualification)
* Awareness of factors impacting on and issues facing vulnerable children and young people and families (e. g. disadvantage, poverty, disability).
* Knowledge of child/young people development
* Knowledge of safeguarding and promoting the welfare of children
* Knowledge of legislation relevant to service aims

*A relevant qualification, at NVQ level 4/5, may meet the above knowledge requirements-see programme content for details*.

**Experience**

* Experience of direct work with children, young people and families.
* Experience of applying safeguarding and child protection policies and procedures.

**Skills/Abilities**

* Ability to listen to and communicate effectively with children and young people
* Ability to work as part of a team.
* Ability to supervise work of others
* Ability to accurately and clearly record case notes deploying the necessary standard of writing and IT skills.
* Ability to write reports and produce other management information
* Ability to analyse and resolve problems occurring in relation to service users and or staff supervised.
* Ability to apply Barnardo’s safeguarding and child protection procedures

**Circumstances**

Staff will have to abide by Barnardo’s Smoking Policy which does not permit smoking at work

**Managing Diversity**

Able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Barnardo’s

**Barnardo’s Basis and Values, and Equality Code of Conduct**

Actively demonstrate Barnardo's Basis and Values and Equality Code of Conduct in all areas of work:

* + Respecting the unique worth of every person
  + Encouraging people to fulfil their potential
  + Working with hope
  + Exercising responsible stewardship

**Pre-employment checks will be required for the role.**

***To be completed by the Pay and Reward Team / People Team***

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Code** |
| ***Grade*** | P26C |  |
| ***Job Family*** | Operations | O |
| ***Job Sub-Family*** | Core / ETS / FP (as appropriate) | OC / OE / OF |
| ***Organisational Level*** | Professional Level 2 | P2 |