Dear Applicant

Thank you for your interest in a vacancy with nia.

This application pack includes
- Information for applicants
- Advert
- About nia
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. When completing it please relate your application to the requirements stated in the advertisement, job profile and person specification, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate’s information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked ‘application form and the title of the post (s) that you have applied for ’ via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked “Private & Confidential” to Rachel Evans, nia (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

Karen Ingala Smith
Chief Executive
INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

nia’s recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for nia, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

Using the person specification

The person specification is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for …… I organised…. etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.
Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied). You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should contain no more than 1000 words.

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to nia on time and keep a copy.*

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

**Shortlisting**

After the closing date, the application forms are read very carefully to see how each person’s skills and experience relate to the skills and experience in the person specification, and applicants who meet these requirements are shortlisted for interview. *Only information contained in the application will be considered in making the decision to shortlist.*

**Interviews**

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

**Feedback**

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please write to the Chief Executive who will be pleased to arrange this for you.
nia provides high quality services to women, children and young people who have experienced gender-based violence and abuse.

nia's aims are to prevent and reduce gender-based violence and abuse through
- Provision of high quality and cutting edge services for women, children and young people who have experienced gender based violence against women and abuse
- Empowering women and children to reach their potential
- Challenging inequality and discrimination and celebrating diversity
- Increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Our services

Presently, nia is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to women's needs, they currently include:

- **East London Rape Crisis** for women and girls who have experienced any form of sexual violence - including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.

- **IRIS** - which is a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. nia is part of the national implementation team and delivers the service in Hackney and will be developing a new service in Haringey.

- **The Emma Project** a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.

- **London Exiting and Advocacy Project** (LEA), offering outreach and one-to-one support to women involved in prostitution. The LEA Project helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide.
The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women. The Newham service is a new contract for nia and we are working towards accreditation.

- **Safe Choices** which provides intensive support and structured group work programmes to young women who may be experiencing, or are at risk of: sexual violence, sexual exploitation, gang involvement or gang association, and/or violent offending.

- **nia** is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

**Training and Groupwork**

We can provide training and groupwork to agencies, professionals, women's groups and young women.

- Areas we specialist in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

**How to contact us**

www.niaendingviolence.org.uk
info@niaendingviolence.org.uk

Address: P.O. Box 58203, London, N1 3XP
Telephone 0207 683 1270

Registered Charity Number 1037072
Registered Company Number 02673624
Advert

**IRIS** improves the quality of care given by GP surgeries to women experiencing domestic violence. **IRIS** is a collaboration between primary care, Haringey CCG, LB Haringey in the borough of Haringey and nia. The Advocate Educator works in partnership with a local clinical lead, a practicing clinician, to co-deliver the training to practices and roll out the service across the borough and support women referred to the service.

**nia** has been awarded funding by the borough of Haringey to deliver **IRIS**. This work is funded to May 2018 with the possibility of an extension for up to two years.

We are recruiting for the following post:

**Job Title:** IRIS Advocate Educator  
**Job Ref:** 16 006  
**Hours:** F/T - 37.5hrs p/w  
**Salary:** £28,499

(Funded to March 2018, extension of two years possible)

Day-to-day management of the IRIS service in Haringey providing training to general practice teams, on-going support for health professionals, line management and advocacy for patients.

We are looking for highly organised and self-motivated woman who is passionate about ending male violence against women and girls. You will have a ‘can-do’ approach and demonstrable commitment to **nia**’s feminist approach to supporting women and their children to be safer.

To apply please visit our website [www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk) and download a job profile and application pack. CV’s will **not** be accepted. Applications can be returned via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked “Private & Confidential” to Rachel Evans, nia, P.O Box 58203, London, N1 3XP.

**Closing Date:** 10am, 27 May 2016  
**Interviews will be held on 7 June 2016**

The post will be subject to an enhanced vetting and barring check, but this does not necessarily exclude applicants, and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.

Registered Charity No: 1037072  
Company Limited by Guarantee No: 02673624
**About IRIS – Identification and Referral to Improve Safety**

**IRIS** improves the quality of care given by GP surgeries to women experiencing domestic violence.

**IRIS** is a general practice-based domestic violence training, support, referral and recording programme for primary care staff. It is a targeted intervention for female patients aged 16 and above experiencing current or former domestic violence from a partner, ex-partner or adult family member. **IRIS** provides care pathways for all patients living with abuse as well as information and signposting for male victims and for perpetrators.

**IRIS** provides training and education, clinical enquiry tools and health education resources to general practice teams. **IRIS** provides a named contact for patient referrals and advocacy to patients experiencing current or former domestic violence.

**IRIS** is centred in partnership work, with primary care and specialist third sector agencies coming together to deliver services and promote work across the historical gap.

**nia** has been awarded funding by the borough of Haringey to deliver **IRIS** work in Haringey. This work will continue to May 2018 with the possibility of an extension of contract of up to two years.
Job Profile

Job Title: IRIS Advocate Educator
Hours: (F/T - 37.5hrs p/w)
Salary: £28,499
Team: IDVAs
Line Manager: DVA Co-ordinator

A. AIMS OF THE POSITION:

To provide training to general practices, on-going support for health professionals and advocacy for patients by

- Supporting and providing on-going training for health professionals in general practice on understanding and responding to domestic violence and abuse (DVA)
- Encouraging health professionals to ask women about their experience of abuse and respond, record, safety check and refer
- Building and maintaining an effective relationship with general practice teams
- Providing individual needs-led information, support and advocacy (including sign-posting) for women who disclosed their past or current experiences of DVA

B. SPECIFIC AREAS OF RESPONSIBILITY:

The IRIS Advocate/Educator has responsibility to:

1. Practice-based work

- Deliver training to health care professionals about DVA in participating general practices
- Promote awareness of the experiences and needs of women living with or escaping DVA, particularly in relation to their health
- Develop a good relationship with all general practice staff and work effectively as part of the practice team. This includes:
  - Provision of systematic support to the primary care teams of participating general practices, including meeting with individuals and small groups of clinical and administrative staff
  - Working closely with practice champions and clinical leads in each practice
  - Attending relevant meetings
- Further develop effective assessment and monitoring procedures and ensure that clear accurate records are kept and maintained
- Review number of advocate referrals made by clinicians in participating general practices
• Feedback on the use of the electronic template linked to the project and provide patient feedback and case updates /outcomes

2. Advocacy and support service

• Provide support to women experiencing DVA referred by primary care from participating practices
• Provide support to women experiencing DVA who self-refer from participating practices
• Provide direct casework support, advice, information and advocacy to women experiencing DVA through telephone contact, and/or meetings at the relevant practice
• Work with women experiencing DVA to increase their personal safety (and that of any children) and inform them of their rights and options in terms of housing, legal and welfare rights
• To develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within the specialist agency, to other specialist DVA services, MARAC or other external agencies when appropriate
• Keep accurate and secure records of all work done with or on behalf of clients and produce written reports as requested, including a monthly report of referrals from clinicians participating in the IRIS programme and the take up of these referrals advocacy including outputs and patient outcomes
• To contribute to monitoring and evaluation of the project.
• Feedback on the use of the electronic template linked to the project (HARKS) and provide patient feedback and case updates /outcomes

C. KNOWLEDGE, SKILLS AND ABILITIES

It is essential that the post holder has the following:

• In depth knowledge and understanding of the issues facing women who have experienced DVA, with specific knowledge of the effects on health
• Understanding and knowledge of DV risk assessment and screening tools (for male victims)
• Specialist knowledge and/or experience of working with women and children experiencing DVA and ability to communicate sensitively and compassion with victims and survivors
• Knowledge of a range of options for and rights of women experiencing DVA and proven appliances of these concepts
• Experience of providing and reviewing training and ability to provide on-going training to health professionals
• Experience of building and maintaining partnerships
• Ability to liaise with external organisations
• Ability to work under pressure and to plan and prioritise own workload
• Ability to communicate effectively with a range of professionals
• Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis
• Ability to maintain effective office systems
• Ability to manage time effectively and prioritise competing tasks
• Knowledge of relevant legislation relating to DVA
• Knowledge of service evaluation and audit
• Knowledge of training in the DVA/violence against women and girls sector
• An understanding of the needs of minority women experiencing DVA
• Excellent verbal and written communications skills including report writing and presentation
• In depth knowledge of training strategies and methods
• Understanding of and commitment to equal opportunities

D. ATTITUDE AND PRESENTATION

• Commitment to and work according to the principles of violence against women and girls as agreed by the Haringey Partnership
• Work to the definition of violence against women and girls as agreed by the Haringey Partnership
• Commitment to anti-discriminatory practice
• Able to critically assess own performance and reflect on own practice
• Reliable and trustworthy
• Efficient and punctual
• Consistent and flexible – able to deal with changing and competing demands
• Ability to think creatively and show initiative
• Non-judgemental and non-directive approach to empowering women along with the ability to understand the individual needs of women

Please note this job profile is intended to outline the main duties of the post and may change as the post and organisation develops.
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<thead>
<tr>
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<th>Person Specification</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Substantial experience of working within the Violence Against Women and/or Children/Young People’s sectors or similar field.</td>
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<td><strong>2</strong></td>
<td>Knowledge of MARAC and purpose of safety planning</td>
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<td><strong>3</strong></td>
<td>Experience of in providing advice, advocacy and support in a domestic violence and abuse sector</td>
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<tr>
<td><strong>4</strong></td>
<td>In depth knowledge and understanding of the issues facing women who have experienced domestic violence and abuse with specific knowledge of the effects on health</td>
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<td><strong>5</strong></td>
<td>Knowledge of options for and rights of women experiencing domestic violence and abuse and proven ability to use in casework</td>
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<td><strong>6</strong></td>
<td>Demonstrable experience of and commitment to working within an anti-discriminatory framework</td>
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<td><strong>7</strong></td>
<td>Experience of working building and maintaining partnerships with other agencies</td>
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<td><strong>8</strong></td>
<td>Experience of working with clients with a variety of support needs</td>
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<td><strong>9</strong></td>
<td>Experience of needs and risk assessment and support of women experiencing domestic violence and abuse</td>
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<td><strong>10</strong></td>
<td>Experience of delivering training to professionals</td>
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| **11** | Excellent communication skills with the ability to communicate effectively:  
  - With service users and statutory, voluntary and other stakeholders  
  - Verbally and in writing  
  - Advocating for service users, raising awareness of gender violence issues and representing nia |
| **12** | Proficient in Word-processing, spread sheets and databases |
| **13** | Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis |
| **14** | A broad base of administration skills including ability to maintain records and use of IT and paper based systems proficiently |
| **15** | Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem solve and respond to unplanned demands |
| **16** | High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others |
| **17** | Ability to critically assess own performance and experience of delivery services to meet quality standards and agreed outcomes and outputs |
| **18** | Evidence of continuing professional development and relevant professional qualifications/training |