



Person Specification Form

The person appointed must fulfil the following requirements or have the potential to do so quickly through available training.
You are required to demonstrate these on your application form. Please provide an example of work you have undertaken where you have demonstrated this skill.

POST: Assistant Independent Personal Advisor / Independent Domestic Violence Advocate (IPA/ IDVA). PROJECT: IPA/IDVA Accommodation

REQUIREMENTS	ESSENTIALS	DESIRABLE	HOW IDENTIFIED
1. EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • *Good General Education • Able to grasp ideas and concepts easily 	<ul style="list-style-type: none"> • Hold a SafeLives IDVA training certificate, or a relevant degree, or demonstrable equivalent experience or a vocational qualification. 	Application Form, Interview and reference check
2. PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with women in a supportive and advisory role. • Supporting a wide range of needs in a planned way. • *Working with vulnerable people, including families and/ or children. • Basic Counselling Skills. • An understanding of the causes and effects of domestic abuse. • Knowledge of and an understanding of the services available for women and children with complex needs. • Knowledge and understanding of racism and its impact. • Ability to negotiate. • Ability to advocate 	<ul style="list-style-type: none"> • Experience of working within the voluntary sector. • Experience of working with Black and Ethnic Minority communities. • Managing a caseload. • Working within a multi-agency and legislative framework. • Knowledge of other support services. • Understanding of Black and Ethnic minorities ethnic cultures. • Knowledge of the local various minority communities. 	Application Form, Interview and reference check

REQUIREMENTS	ESSENTIALS	DESIRABLE	HOW IDENTIFIED
<p>3. SKILLS & KNOWLEDGE</p>	<ul style="list-style-type: none"> • Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals. • have computer literacy skills and have some experience of working with databases. • Have strong crisis management skills and the ability to deal with stressful and difficult situations. • Have a good understanding of domestic violence/ abuse including the impact of domestic violence/ abuse on victims and their children. • Understand child protection issues, how to respond to effectively safeguard, and the legal responsibilities surrounding these issues. • Understand the principles of risk assessment, safety planning and risk management for victims of domestic violence/ abuse and their children. • Knowledge of housing law and welfare benefits. • Understand and be committed to equal opportunities and diversity issues in policy and practice. 	<ul style="list-style-type: none"> • Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children. • Understand the remits and resources of relevant statutory bodies and voluntary agencies. 	<p>Application Form, Interview and reference check</p>
<p>4. ATTITUDE, APTITUDES, PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Be compassionate and empathetic with your client's situation. • Show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with. • Act with integrity and respect when working with all clients, agencies and individuals. • Work flexibly as part of a team. • Be optimistic about the possibility of personal growth and change. 	<ul style="list-style-type: none"> • A well informed commitment to achieving equal opportunities through practical implementation of anti-discriminatory practices and a working knowledge of equality legislation, e.g. Race Relations Act, Sex Discrimination Act, Disabled Persons Act. 	<p>Application Form, Interview and reference check</p>

REQUIREMENTS	ESSENTIALS	DESIRABLE	HOW IDENTIFIED
<p>ATTITUDE, APTITUDES, PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Motivate individuals and agencies to move through courses of action and decision making processes. • Be available to participate in the on-call service • Be a driver and have access to a car. • Ability to work independently and on your own initiative, organise and prioritise workload, with minimal supervision. • Ability to build relationships with tenants based on trust within professional boundaries. • Ability to manage own and others stress. 		<p>Application Form, Interview and reference check</p>
<p>5. OTHER REQUIREMENTS</p>	<p>Ability to work unsociable hours, including emergency on-call duties (training will be given)</p>	<ul style="list-style-type: none"> • An ability to speak read and write one or more of the minority languages. • Ability to speak Welsh. • A clean driving license and access to a car. • 	<p>Application Form and Interview</p>