



Working within the Community Services team the post holder will work primarily within educational settings across the District to provide advocacy support to young people between the ages of 16 to 24. The post holder will offer support in a trauma informed way, ensuring the voice of survivors informs the whole process; this may include delivering group work and awareness sessions for young people. The post holder will establish positive, proactive and innovative working relationships with services providing support to young people to improve their awareness of domestic abuse and sexual violence as it impacts on young people. This role reports to the Community Services Team Leader.

### **Prime objectives of post**

1. To work collaboratively with Sixth Form and further education settings to provide domestic abuse support services for individuals, aged between 16-24 years, who have experienced or are currently experiencing serious harm from interpersonal violence and abuse
2. To provide a high quality and trauma informed front-line service to young people experiencing harm from interpersonal violence and abuse through a pathway of care focussing on safety and protection across all levels of risk
3. To deliver a comprehensive and effective support package focussing on advocacy and support to build resilience and improve confidence for young people who have experienced domestic abuse and/or sexual violence
4. To provide early intervention programmes in a variety of settings in order to ensure individuals and groups have access to education and support around domestic abuse and sexual violence at the earliest opportunity to encourage informed choices to determine their own future

### **General Duties**

1. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements
2. To remain up to date on all legal and practice issues relating to the role
3. To adhere to the Code of Conduct at all times
4. To maintain statistical data and information in order to contribute to the monitoring and evaluation of services.
5. To ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children’s Board policies and procedures and the practical implications of this are understood.

### **Range of Duties**

1. To undertake face to face assessments of need and risk for individuals accessing the service and develop culturally appropriate individual support plans in conjunction with service users, monitoring and reviewing against desired outcomes
2. Provide a safe and inclusive environment that meets the differing needs of young people, where physical, emotional, social and intellectual wellbeing is promoted
3. To ensure appropriate and effective delivery of services to young people, including risk assessment, safety planning, advice, internal referrals, referrals to other agencies including MARAC where necessary

4. To manage a case load, providing short to long term support, focusing on safety planning, safe accommodation, practical safety measures and the use of civil and criminal justice systems in order to increase protection
5. Liaise with specialist agencies, linking issues of sexual exploitation, gang involvement, cyber stalking, 'So-Called' honour-based abuse and forced marriage.
6. Work collegially with the integrated children's intervention team to meet the needs of young people accessing services
7. To attend Multi Agency Risk Assessment Conferences (MARACs, Specialist Domestic Violence Courts (SDVCs) and Clare's Law Disclosure Scheme meetings, ensuring the views and wishes of the service user are advocated
8. To signpost to, advocate or work in partnership with internal and external specialist providers in order to maximise opportunities for support and the realisation of individual and family goals and outcomes
9. To build partnerships with other agencies, both individually and collectively particularly the Police Safeguarding Unit, Housing providers, Children and Young People's services and Courts
10. To input accurate data on OASIS case management system ensuring it is kept updated with relevant information at all times
11. To provide information, advice and emotional support to clients that will allow them to develop the confidence, self-esteem and practical skills to live free from abuse
12. Gain regular feedback from service users and stakeholders to ensure the continued improvement of the service
13. Undertake exit interviews with all service users to ensure safe passage from service
14. To develop and deliver domestic abuse awareness training for tutors to help them recognise the signs and symptoms of domestic abuse and how to respond and refer appropriately
15. To educate students on healthy relationships and help them to understand the impact of domestic abuse and sexual violence.
16. To ensure that role of YPDAA is kept central to all multi-agency work

*The duties of this post may vary from time to time, without altering its overall nature.*

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

**Personnel Specification**  
**(Essential unless stated)**

|   |  |
|---|--|
| <b>Knowledge and Experience</b>                                 | <ul style="list-style-type: none"> <li>▪ Must have experience of working with young people in a crisis situation</li> <li>▪ Must have knowledge and understanding of the effects of domestic abuse and/or sexual violence</li> <li>▪ Must have experience of delivering training/presentations and events</li> <li>▪ Must have experience of partnership working and demonstrate the skills and ability to build and maintain positive relationships with partners</li> <li>▪ Experience of operating within a quality assurance framework, ensuring objectives and targets are met on time.</li> </ul>  |
| <b>Skills</b>   | <ul style="list-style-type: none"> <li>▪ The ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly</li> <li>▪ Strong team working capabilities and ability to liaise and co-ordinate effectively with peers in the area to achieve service objectives.</li> <li>▪ Must be able to communicate effectively both verbally and written form with service users, colleagues and partners</li> <li>▪ Must show an ability to articulate views and ideas in a persuasive way</li> <li>▪ Ability to maintain professional boundaries</li> <li>▪ Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision.</li> <li>▪ Must be committed to ensuring the delivery of quality services taking account specific account of the needs of clients</li> <li>▪ Possess IT skills, including use of Databases, Word, Outlook and Excel</li> </ul>  |
| <b>Personal Attributes</b>                                      | <ul style="list-style-type: none"> <li>▪ Must be a strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and able to prioritise workload effectively</li> <li>▪ Must be empathic and non-judgmental in your approach</li> <li>▪ Able to produce practical and creative solutions to issues and problems</li> <li>▪ To demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery</li> <li>▪ An understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives</li> <li>▪ Non-directive and anti-discriminatory approach</li> <li>▪ High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others</li> <li>▪ Able to work at evenings and weekends when required</li> <li>▪ Must have a current driving license with access to a vehicle for work purposes</li> <li>▪ Undergo an enhanced DBS check with a successful outcome</li> </ul> |
| <b>Education / qualifications</b>                               | SafeLives accreditation, or commitment to working towards this   |
| <b>Our values are Inclusivity, Integrity, Passion and Drive</b> |  |

## Terms and Conditions of Employment

|                                 |   |                 |                 |
|---------------------------------|---|-----------------|-----------------|
| <b>Job Title</b>                | <b>Young People’s Domestic Abuse Advocate (YPDAA)</b>   |                 |                 |
| <b>Salary</b>                   | £27,554 - £27,898 FTE, per annum, depending on DV qualification (Actual salary is £22,043 - £22,988 per annum)  |                 |                 |
| <b>Hours of Work</b>            | 30 hours per week (4 days). 2-year fixed term contract.<br>The post holder may be required to work some unsocial hours.<br>Flexible working – core hours are 10am until 4pm – see Flexible working policy   |                 |                 |
| <b>Annual Leave</b>             | 30 Days (pro rata for part time employees.)<br>The annual leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March.   |                 |                 |
| <b>Bank Holidays</b>            | 8 Statutory Bank Holidays (pro rata for part time employees)  |                 |                 |
| <b>Birthday Leave</b>           | Day off for your birthday in addition to annual leave   |                 |                 |
| <b>Pension</b>                  | Staying Put offers an employer contribution of 3% to the company’s stakeholder pension scheme with auto enrolment after 12 weeks. Employees can contribute on a regular basis to their pension plan.  |                 |                 |
| <b>Wellbeing</b>                | Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an Employee Assistance Programme (EAP) to all staff and a healthcare plan with GP access and discounted gym memberships for all staff confirmed in post.<br><br>Agile Working and Flexible Working policies are in place to assist with work life balance. |                 |                 |
| <b>Employee Benefits</b>        | An employee discount scheme and financial wellbeing benefit, with access to financial coaches, are in place for all employees.  |                 |                 |
| <b>Death in service benefit</b> | 2x annual salary  |                 |                 |
| <b>Probationary Period</b>      | The post holder will need to satisfactorily complete a 6-month probationary period.   |                 |                 |
| <b>Expenses &amp; Car Usage</b> | Expenses are reimbursed in line with the expenses policy. 45p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties.  |                 |                 |
| <b>Sickness</b>                 | <b>Years of service</b>   | <b>Full pay</b> | <b>Half pay</b> |
|                                 | Up to probationary period   | SSP Only        | SSP only        |
|                                 | Post Probationary period  | 2 months        | 2 months        |