Senior Child Focused Court IDVA (Independent Domestic Violence Advocate)

Job Description & Person Specification

Job title:	Senior Child Focused Court IDVA
Responsible to:	CFC Team Leader
Contract:	Until 31st March 2027 with possibility of extension
Grade/Salary:	£30,900
Work location:	Full-time, Bradford

Background:
The West Yorkshire Partnership – Child Focused Courts (CFC) delivers Family Court IDVA support to individuals, families and their children going through the Family Court process as part of the CFC programme. The partnership aims to improve the overall court experience of children and families, reducing delays in the process and the number of returning cases through a multi-agency approach.

The West Yorkshire service is a partnership between Staying Put as the lead provider, Leeds Domestic Violence Service represented by Leeds Women's Aid and Behind Closed Doors, WomenCentre, Pennine Domestic Abuse Partnership and the Wakefield domestic abuse service.

You will be employed by Staying Put in Bradford. Salaries will be the same across the partnership but terms and conditions of employment may vary.

Following a successful pilot from June 2025, the project is being extended until 31st March 2027. With potential until March 2028

Job summary:

This role will suit organised, process driven individuals with a strong attention to detail, ability to write clear and accurate reports, as well as providing independent support to people navigating the family court process. Working as part of a strong multi-agency team within the 4 courts across West Yorkshire you will ensure the voice of survivors informs every stage of the process. You will work together as a team to make proactive contact and provide high-quality advocacy support through a client-led and trauma informed approach.

As well as the Court IDVA duties, the role will also involve supporting the Team Leader with the continued development of the CFC service.

The post holder will be based in Bradford but must be willing and able to cover all locations when necessary.

Main Duties and Responsibilities:

1. To provide initial assessment and support to survivors of domestic abuse and their family going through the family court process.

2. Identify and assess the risks and needs of families referred through Pathfinder affected by domestic abuse using the DASH RIC, ensuing survivor safety at all stages.

3. Consider the needs and safety of any children/young people ensuring that any risks/needs identified are addressed directly and that appropriate action is taken to safeguard them.

4. Proactively assess the needs and safety of adults at risk giving due regard to Adult Safeguarding policies and procedures.

5. Hold a small caseload and compile assessments and contribute to court reports, within a set timescale, including counter allegations assessments where domestic abuse is disputed, providing detailed reports and summaries of domestic abuse history, risk and safeguarding concerns.

6. Provide support across the courts in West Yorkshire.

7. Support a child welfare focused approach and work closely with agencies to promote the voice of the child.

8. Hold a caseload and carry out short-and longer-term risk management, safety planning and support; and identify and refer to services appropriate to their needs, including referrals to MARAC as required.

9. Undertake exit interviews with all service users to ensure safe exit from service, signposting/stepping down as required.

10. Ensure accurate and timely case recording and that information is kept secure in line with the data protection policy.

11. Work with the Team Leader and data analyst to ensure all monitoring and evaluation for the project is accurate and fully maintained, keeping them informed of any issues and successes.

12. To maintain statistical data and information in order to contribute to the monitoring and evaluation of services.

13. Participate in multi-agency work, including contributing to training, as agreed with your line manager.

14. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements.

Additional duties as Senior:

1. Coordinate and manage the duty IDVA rota, ensuring clients are contacted promptly and receive timely appropriate and meaningful support

2. Co-ordinate and manage the Court Tracker.

3. Co-ordinate and manage a pool of volunteers supporting the CGC Team.

4. Support with induction of new staff members and Volunteers, contributing to a positive and consistent on-boarding experience

5. Assist the team leader in the delivery and coordination of internal and external training

6. Support the team leader with case file audits on open and closed cases providing constructive feedback to colleagues and contributing to ongoing developmental, learning and bringing consistency across the team. Offering development support and training.to bring consistency across the team.

7. Deputise for the Team Leader during periods of absence, ensuring continuity of service and operational oversight.

8. Develop and deliver training internally as identified and required

General duties:

1. Work flexibly with some unsociable hours to meet the needs of the partnership and the programme.

2. Work as part of the Partnership Team, supporting other locations during periods of staff absence or to meet service demand.

3. Develop and maintain good working relationships with all relevant services for effective partnership working. This may include delivering training and devising presentations.

4. Maintain accurate case records.

5. Attend meetings and provide reports as required.

6. Attend in-house and Family Court training.

7. Participate in regular support, supervision, reviews and appraisal with line manager and clinical supervisions with an external provider.

8. 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.

9. Carry out other such duties as appropriate to the scope and grade of the post, as may be requested from time to time.



This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Whilst having any or all of these skillsets below are advantageous to the role, we recognise that many candidates may not possess all of them and welcome applications from people with suitable transferable skills.

A = Application Form I = Interview

KNOWLEDGE AND QUALIFICATIONS:

1	Hold an IDVA qualification, or have a degree/professional qualification/extensive experience in a relevant field	A
2	A proven track record of understanding violence against women and girls with a particular focus on the dynamics of domestic abuse and its impact on children, families, and communities	A/I
3	Knowledge of safeguarding practice, procedures and legislation	A/I
4	Knowledge of family court proceedings including issues arising for adults and children subjected to domestic abuse	A/I
5	Knowledge of current civil and criminal law enforcement and practice in relation to domestic abuse	A/I

EXPERIENCE

1	Experience of supporting individuals who have experienced domestic abuse, forced marriage or so called 'honour-based violence'.	A
2	Experience of risk and needs assessment, safety and support planning, particularly with clients with complex/multiple needs.	A/I
3	Experience/Knowledge of DASH	A/I
4	Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	A/I
5	Working knowledge of MARAC processes	A/I
6	Experience of the work in the civil justice systems, particularly family court	A/I

SKILLS

1	Excellent report writing skills with the ability to compile and produce well-written, accurate and informative court reports to court standards.	A/I
2	Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	A/I
3	Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	A/I
4	Ability to network, influence, problem solve and apply solution focused approaches to increase access and safety and facilitate positive outcomes for clients.	A/I
5	Ability to work well within a team and responsibly on your own initiative, and of maintaining professional boundaries with clients and partner agencies.	A/I
6	Flexible, proactive approach and a good ability to prioritise work within changing priorities.	A/I
7	Good crisis management skills and the ability to work effectively under pressure and to deadlines.	A/I

8	Good data collection, monitoring and IT skills, including Databases, Word, Outlook, Excell and Powerpoint. Using AI tools effectively	A/I
9	Confident at presenting information in a variety of situations and formats	A/I
10	Strong crisis management skills and the ability to deal with stressful and difficult situations	A/I

GENERAL

1	Full valid driving licence with business use insurance.	A
2	Clear boundaries and a willingness to accept line management and make effective use of supervision.	A
3	A good understanding of the importance of confidentiality and anti-discriminatory practice; safe practice and health and safety procedures.	A/I
4	Demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery.	A/I
5	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.	A
6	A can-do attitude with the commitment to see a project through to its completion.	A
7	Confident in risk management and ability to make decisions and manage safeguarding situations	A/I

Due to the nature of this role we will be considering female applicants only in accordance with the provisions of the Occupational Requirement (Equality Act 2010, Schedule 9)

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check.