

PERSON SPECIFICATION  
LAST UPDATED 1<sup>ST</sup> JUNE 2018



	<b>DDASS Combined IDVA</b>	Essential	Desirable	How identified
	<b>Knowledge/ability</b>			
1	Qualified or evidence of working towards qualification as a IDVA		D	A
2	Knowledge of the National Occupational Standards for domestic and sexual abuse		D	A/I
3	Knowledge of legal rights for victims of domestic abuse	E		A/I
4	Knowledge of child protection and safeguarding	E		A/I
5	Knowledge of MARAC functions and processes	E		A/I
6	Access to, and use of, transport with business use insurance	E		A
7	Experience of working with victims of domestic abuse or other vulnerable people in a challenging environment	E		A/I
8	Experience of multi-agency work	E		A/I
9	Experience of assessing and managing risk	E		A/I
10	Experience of working to MARAC processes and procedures		D	A/I
11	Understanding of DV issues and its impact on all those involved	E		A/I
12	Ability to use email, Microsoft Office, Database and other relevant IT systems.	E		A/I
13	Able to maintain personal; and professional boundaries	E		A/I
14	An understanding of confidentiality principles	E		A/I
	<b>Personal characteristics</b>			
15	A willing and flexible approach.	E		A/I
16	Able to work as part of a team or alone, use initiative and manage and prioritise workload	E		A/I
17	Be willing to undertake further training.	E		A/I

The application form asks you to set out how you meet the qualities/skills outlined in the Person Specification AND IS THE MOST IMPORTANT PART OF YOUR APPLICATION. This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification. Applicants who are able to provide examples of how they meet the criteria are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.