

# PERSON SPECIFICATION

LAST UPDATED 24 MAR 2021



	<b>IDVA (Independent Domestic Violence Adviser)</b>	Essential	Desirable	How identified
	<b>Knowledge/ability</b>			
1	Have a good understanding of domestic abuse including the impact of domestic abuse on victims and their children	E		A/I
2	Understand child protection and safeguarding issues, and the legal responsibilities surrounding these issues	E		A/I
3	Understand the principles of risk assessment, safety planning and risk management for victims of domestic abuse and their children	E		A/I
4	Understand the remits and resources of relevant statutory bodies and voluntary agencies		D	A/I
5	Understand and be committed to equal opportunities and diversity issues in policy and practice	E		A/I
6	Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children		D	A/I
	<b>Experience</b>			
7	Working with vulnerable people	E		A/I
8	Managing a caseload	E		A/I
9	Working within a multi-agency and legislative framework		D	A/I
10	Have practical experience of or knowledge of supporting individuals with insecure Immigration Status and/or No Recourse to Public Funds		D	A/I
	<b>Skills</b>			
11	Good computer literacy skills and some experience of working with databases.	E		A/I
12	Hold an IDVA qualification or be willing to undertake training to achieve this.	E		A/I
13	Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals	E		A/I
14	Have strong crisis management skills and the ability to deal with stressful and difficult situations	E		A/I
	<b>Personal characteristics</b>			
15	Be compassionate and empathetic with your client's situation	E		A/I
16	Motivate individuals and agencies to move through courses of action and decision making processes	E		A/I
17	Be positive about the possibility of personal growth and change	E		A/I
18	Work flexibly as part of a team	E		A/I
19	Act with integrity and respect when working with all clients, agencies and individuals	E		A/I
20	Show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with	E		A/I
21	Holds a driving license, with Business Insurance and has access to a car.	E		A/I

Applicants will be assessed against the person specification by the following methods:

A = application form

I = interview

P = presentation

As explained in the guidance notes 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.