## Role information

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| Job title: | Male Specialist Abuse Advocate | Travel required: | Travel required |
| Location: | Based in the Sandwell office, covering the Black Country. | Position type: | Frontline support to victims of violence and abuse |
| Service area: | Ask MARC (Male Abuse Referral Centre) | Salary: | Unqualified - £22,934  Qualified – Negotiable |
| Responsible to: | Male Support Steering Group (development and reporting)  Rape and Sexual Violence Service and Community Domestic Abuse Service  Direct line management – Rape and Sexual Violence Service | Working hours: | 37.5 hours  Monday - Friday (9am - 5pm)  Will consider some flexibility |

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| Additional requirements | Organisational benefits |
| * May require some work outside of normal office hours * Full driving license with willingness to use own vehicle * DBS check to be undertaken * Eligibility to work in the UK * The post holder may be required to undertake additional duties from time to time as instructed by the Service Lead and Executive Director, such a group work and presentations * This job description will be subject to review as part of the annual appraisal process | * Mileage allowance * Training and development opportunities * Employee Assistance Programme * Access to group clinical supervision with a BACP trained counsellor * 22 days of annual leave (pro rata), plus bank holidays. Opportunities for this to be extended after 3 years of service * Annual leave ‘buy back’ scheme for those who want to purchase additional annual leave days * Bi-annual staff away days * Regular internal newsletter created by staff * Time off in lieu (TOIL) when overtime is required * 5% employer contribution to pension |

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| Job Brief |
| Black Country Women’s AidBlack Country Women’s Aid (BCWA) is an established charity that provides a range of specialist abuse support services to women, men and children across the Black Country. Our holistic, trauma-informed support enables victims to escape violence and abuse, cope with trauma and build resilience. **Ask MARC Service**  Ask MARC (Male Abuse Referral Centre) is a new service providing a clear referral pathway and dedicated specialist support to male victims of interpersonal abuse living in the Black Country; this includes, intimate partner and familial abuse, current, historic and childhood sexual violence, stalking, honour based abuse and forced marriage. The service will raise awareness of the particular dynamics of abuse against men and respond to identified barriers that stop men from getting help. Ask MARC will work in partnership with key agencies to assess risk and provide tailored support plans for clients.  **The Male Specialist Abuse Advocate Job Role**  Our specialist trained advocates will provide a high quality frontline support service to victims who have experienced various types of interpersonal violence. The support will be tailored to the individual needs of the client, assessing level of risk, informing clients of their options and developing safety plans using a trauma informed approach. They will work within a multi-agency framework to advocate for the client, including responding and reporting to Multi-agency Risk Assessment Conferences (MARAC) on behalf of the client.  The Male Specialist Abuse Advocate will provide practical and emotional support to men over the age of 16 who have experienced or who are experiencing rape and sexual violence, both recent, historic and childhood, stalking and domestic violence and abuse, including intimate partner violence, familial abuse, forced marriage and honour based abuse. The post holder will provide targeted outreach and raise awareness of male violence and abuse across the Black Country via voluntary and statutory agencies, to increase the number of male clients accessing the Ask MARC support service.  The post holder will have a good understanding of interpersonal violence and abuse, its impact on men and experience of case management. This role requires an individual with compassion, empathy and excellent interpersonal skills.  This position is open to both male and female candidates. |

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| **Working for BCWA** | |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organization and all it stands for.  The post holder must possess the understanding, skills and commitment to challenge abuse and violence within our society, acknowledging that victims are faced with many barriers. Victims of violence are at the heart of everything we do.  BCWA listens, supports and cares. |
| Commitment to safeguarding | Black Country Women’s Aid is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment.  Employees must ensure that all practice is delivered within the framework of Safeguarding Adults and Children.  All posts are subject to the Rehabilitations of Offenders Act (Exceptions Order) 1975. It will be necessary for a check to be made to the Disclosure and Barring Service for details of any previous criminal convictions. |
| Equality and diversity | BCWA is a feminist organisation devoted to equal opportunities and a fairer society where everyone has the opportunity to fulfil their potential and diversity is valued.  BCWA will ensure that all employees, applicants for employment and volunteers are treated fairly and with respect at all stages of their employment or service. |
| General Data Protection Regulation (GDPR) | BCWA is committed to protecting the rights and freedoms of all individuals in relation to the processing of their personal data.  All employees are required to comply with GDPR procedures and principles. |

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| **Principal Duties** | |
| 1 | Provide proactive short to medium term crisis interventions to increase the client’s personal safety (and that of any children) and inform them of their rights and options in terms of housing, legal and welfare rights. |
| 2 | Provide direct casework support, advice, information and empowerment to individuals experiencing interpersonal abuse through telephone contact and face to face meetings, assisting them to develop a support plan and recognise the dynamics of stalking, domestic and/or sexual abuse present in their own situation. |
| 3 | Advocate for and work with clients to help them access services to keep them and their children safe. |
| 4 | Identify and assess the risks and needs of male clients using an evidence-based risk identification checklist. |
| 5 | Take referrals via drop-ins and telephone contact, gathering information regarding the client and their circumstances, assessing the information, agreeing needs and identifying risk. |
| 6 | Recognise, respect and address the needs of clients who face particular barriers when seeking help to access the advocacy service, including those from hard to reach groups. |
| 7 | Facilitation of group work, as and when needed, to raise awareness of the dynamics of domestic and sexual abuse and empower clients to live free from abuse. |
| 8 | Support clients though criminal and civil court hearings, ensuring they are kept informed of the court process. |
| 9 | Develop good working relationships and liaise with agencies about the risks and needs of clients when needed; this will include joint working and referrals to colleagues within BCWA or other external agencies where appropriate, participating in multiagency meetings, advocating for clients and raising awareness of the impact of interpersonal violence and abuse on men. |
| 10 | Develop operational partnerships with community organisations and groups, such as substance misuse services, housing support services and faith groups, to ensure that vulnerable men have access to support. Partnership working may include delivering awareness briefings, attending team meetings and drop-ins. |
| 11 | Assist with the delivery of specialist training internally and to external partner organizations and agencies to raise awareness of interpersonal violence and abuse and the impact on male victims. |
| 12 | Prepare reports to feed into MARAC and other operational safeguarding forums. Attendance to present cases at MARAC may be required on an ad hoc basis. |
| 13 | Record case work accurately and ensure that case notes are relevant and regularly updated. |
| 14 | Ensure that any issues in relation to safeguarding children or vulnerable adults are brought to the immediate attention of the designated safeguarding lead (DSL) within the Rape and Sexual Violence Service. |

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| **General Duties** | |
| 1 | Involve and encourage client feedback and consultation in all aspects of the service. |
| 2 | To be fully compliant and remain up to date with BCWA’s policies and procedures, local and regional operational protocols and national legislation. |
| 3 | To develop, maintain and represent positive, collaborative working relationships with external professionals and all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 4 | To attend all meetings and training as required, attend monthly supervision sessions and appraisals. |
| 5 | To participate in BCWA performance management processes within agreed timescales, providing robust outcomes and evaluation reports on progress within the role. |
| 6 | Reporting to the service manager in line with the contract/service plan. |
| 7 | To ensure effective communication across all services and ensure that the service manager is informed at all times of any issues that impact effective service delivery. |
| 8 | To work within the organization’s quality assurance framework and ensure we provide a quality service to victims of abuse. |
| 9 | To develop innovative ways of working with victims of abuse based on good practice and evidence based research. |
| 10 | To support students, volunteers and apprentices as required. |
| 11 | To represent the organization positively contributing to local, regional and national strategy and events. |
| 12 | Maintain accurate and up to date records in line with organisational policies and procedures. |

# Person Specification

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| Qualifications and Experience | | Essential Criteria | Desirable Criteria | How Measured   * A – application * I – interview * T – test * R – references * E – evidence (ID, certificates) |
| 1 | Educated to minimum Level 3 or equivalent, with a good level of experience in Health and social care.  GCSEs English and Mathematics – Grade C or above. | X |  | A, E |
| 2 | IDVA/ISVA qualification and/or direct experience of working in domestic/sexual violence. |  | X | A, E |
| 3 | Experience of working with adults, acknowledging safeguarding concerns and responding appropriately. | X |  | A, I |
| 4 | * Experience of working with and supporting vulnerable people. | X |  | A, I |
| 5 | Experience of handling a caseload. | X |  | A, I |
| 6 | Experience of working with clients with complex needs, such as mental health and substance misuse. | X |  | A, I |
| 7 | Experiencing of working within a supportive setting for vulnerable people, providing direct support and a needs led service, undertaking risk and needs assessments and support planning, using a variety of intervention tools. | X |  | A, I |
| 8 | Experience of working/liaising within a multi-agency setting with a range of stakeholders and representing clients/organization an external meetings. | X |  | A, I |
| 9 | Experience of preparing accurate reports for formal settings such as, MARAC, case conferences or similar proceedings. |  | X | I |
| 10 | Experience of delivering training to a variety of stakeholders. |  | X | A, I |
| 11 | Experience of working within a formal contracting environment delivering/achieving against a specification and performance targets. |  | X | A |

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| Knowledge | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Understanding of motivational interviewing. |  | X | I |
| 2 | Understanding of trauma informed approaches. | X |  | A, I |
| 3 | Knowledge of the gendered dynamics of violence in terms of how it may be experienced. | X |  | A, I |
| 4 | Have knowledge and experience of applying health and safety, GDPR compliance and management. | X |  | I |
| 5 | Have knowledge of the indicators and dynamics of domestic and sexual abuse and other forms of interpersonal violence, including barriers to accessing services and seeking help, particularly for male victims. | X |  | I |
| 6 | Have a comprehensive level of knowledge of relevant legislation and good practice requirements, particularly in safeguarding children and adults, homelessness, immigration and cultural diversity. |  | X | I |
| 7 | Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of interpersonal abuse and their children. | X |  | I |
| 8 | Have knowledge of complex needs, including problematic substance use, mental health issues and harm reducing interventions. | X |  | A, I |
| 9 | Have knowledge of access to public funds and other entitlements relevant to this client group/vulnerable/homeless people. |  | X | I |
| 10 | Understand the principles of risk assessment, safety planning and risk management for victims of interpersonal abuse and their children. | X |  | A, I |

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| Skills and abilities | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Demonstrable ability to use Microsoft Office (Word, Excel, Outlook, Access, Teams) and other virtual platforms. | X |  | A |
| 2 | Ability to work independently and within a team to meet targets and deadlines, problem solve and respond to unplanned demands. | X |  | A, I |
| 3 | Maintain professional boundaries and know when to seek management guidance and support when required. | X |  | I |
| 4 | Excellent verbal and written communication skills, including concise report writing and presenting at multi-agency meetings. | X |  | A, I |
| 5 | Evidence of the ability to communicate effectively, build and develop relationships with partner agencies and clients through telephone, face to face and written reports. | X |  | I |
| 6 | Ability to communicate effectively with and advocate for vulnerable people, particularly those faced with barriers to accessing support, including language, cultural and other barriers. | X |  | I |
| 7 | Evidence of the ability to be calm and resilient whilst under pressure and to remain optimistic and persistent. | X |  | I |
| 8 | Evidence of the ability to build and develop supportive relationships with victims of abuse, showing sensitivity for others’ viewpoints and valuing diversity. | X |  | I |
| 9 | Ability to hold and manage a caseload and work to timescales (using a SMART approach). | X |  | I |
| 10 | Work in a person-centred way to undertake one to one work, including aspects such as confidentiality, the impact of interpersonal abuse and safety planning. | X |  | A, I |
| 11 | Ability to offer brief and longer term interventions to maximise engagement and use evidence based techniques, such as motivational interviewing to engage with victims and stakeholders, helping them to make informed decisions. | x |  | I |

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| Personal Attributes | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives. |  | X | I |
| 2 | Uses a client-centred approach, demonstrating empathy, respect, trustworthiness and compassion. | X |  | I |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering victims and survivors of abuse. | X |  | I |
| 4 | Organised, proactive and consistent delivery of work. | X |  | I, A |
| 5 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others. | X |  | I |
| 6 | Evidence of personal resilience and aptitude for dealing with potentially distressing and highly emotional work. | X |  | A, I |

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| Other Requirements | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Have a current driving license and access to a vehicle |  | X | E |
| 2 | Be willing to work unsociable hours, including evenings and weekends when required |  | X | A, I |
| 3 | Eligible to work in the UK | X |  | E |

# Version control and Sign off

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| Job description produced by: | Jas Adkins  Project Officer | Date Produced | 16/06/2021 |
| Job description reviewed and approved by: | Sara Ward  CEO | Date Approved | 20/07/21 |