## Role information

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| Job title: | Pathfinder Independent Domestic Violence Advisor (IDVA) | Travel required: | Travel required |
| Location: | Role will involve working in the Black Country areas of Sandwell, Dudley and Walsall, and in Wolverhampton Family Court. When not working in the community, the role holder will be expected to work from BCWA offices in Sandwell, Dudley or Walsall. | Position type: | Frontline support to victims of violence and abuse |
| Service area: | Community Domestic Abuse Support Service | Salary: | £24,310.04 - £27,751.55 FTE  £14,586.02 - £16,650.93 pro rata  (dependent upon qualifications and experience) |
| Responsible to: | Regional Domestic Abuse Court Manager | Working hours: | Roles available:  Two full-time: 37.5 hours (Monday – Friday 9am-5pm)  One part-time: 22.5 hours (3 days per week within Monday-Friday 9m-5pm) |

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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 * Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. The post holder must be female * 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 * 25 days of annual leave (pro rata), plus bank holidays. Opportunities for this to be extended after 3 years of service * 1 wellbeing day (pro rata) * 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. **The Family Court Pathfinder Programme** The Family Court Pathfinder Programme is being trialled in selected court jurisdiction areas across the country. Its purpose is to address the ways in which Family Court processes fail the victims of domestic abuse, and to ensure that practice changes and victims are able to access justice. The Pathfinder is tasked with ensuring that safe decisions are made about the future of children and that the safety and well-being of those children and of the non-abusive partner can be sustained throughout the court process and beyond, into the future.Essential to the work of the Family Court Pathfinder is the role of the Pathfinder IDVA, who will work in a way that empowers the victims/survivors and their children, helps them to navigate the process with confidence, and secure outcomes that are safe and respectful of their needs as the victims of domestic abuse. **The Independent Domestic Violence Advisor** **(IDVA) Job Role**  Pathfinder IDVAs will be the main point of contact and support for victim/survivors and their children in the Family Court process, ensuring that they are well-informed and prepared for proceedings, and that they are well-supported throughout. Pathfinder IDVAs will provide detailed reports for the court to ensure that the impact of domestic abuse on the family as a whole and on the children in particular is fully appreciated and understood. Pathfinder IDVAs will be the ‘subject matter experts’ for the Court in relation to domestic abuse, and will offer advice and training to court officers and staff to promote the better understanding of the dynamics of domestic abuse within the Court setting.  This is a challenging role that requires empathy, compassion, excellent interpersonal and caseload management skills, and confidence working with partner agencies and advocating for clients.  The service lead has the flexibility to authorise any offsite working for specific tasks that will not impact upon the service. This position is not eligible for hybrid working. |

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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** | |
| Act as the main point of contact and support for victim/survivors and their children in the Family Court process. | |
| 1 | Identify and assess the risks and needs of victims of domestic abuse referred to the service using the DASH alongside Stalking, Honour-based Violence Risk Assessments, and Severity of Abuse Grid (SOAG), and where necessary the Respect Toolkit. |
| 2 | Implement additional assessments to support identification of victim and perpetrators in cases where counter allegations are made. |
| 3 | Familiarise the victim/survivor and their children with the Family Court setting and processes. |
| 4 | Ensure that the victim/survivor is accompanied to court hearings by someone who can provide them with effective support. |
| 5 | Ensure that the victim/survivor is able to attend court safely and without fear of harassment, using sector best-practice risk assessments and safety planning. |
| 6 | Provide post-court support and safety planning relevant to any orders imposed by the court. |
| 7 | Refer into BCWA’s other support services to meet the family’s needs eg support for children/young people, counselling, peer group work, 1:1 specialist support |
| 8 | Ensure information and support is provided to victim/survivors to reduce the potential for misunderstandings, to enable them to avert conflict escalation, and to avoid breakdowns in compliance. |
| 9 | Inform victim/survivors on the best way to proceed in cases of non-compliance by other party. |
| 10 | Be an active member of multi-agency case meetings, maintaining good communications with other professionals involved and advocacy for the victim. |
| Provide detailed reports for partner agencies and for the court. | |
| 11 | Work with CAFCASS and all other relevant partners to ensure the timely collection and presentation of all information needed for court decision-making. |
| 12 | Produce detailed reports for CAFCASS and for the court ie Child Impact Reports. |
| Act as ‘subject matter experts’ for the Family Court in relation to domestic abuse. | |
| 13 | Develop good working relationships with Family Court partner agencies and liaise with agencies about the risks and needs of victims |
| 14 | Provide advice and training to court officers and staff to promote the better understanding of the dynamics of domestic abuse within the Court setting. |
| 15 | Take steps to ensure that the impact of domestic abuse on the family as a whole and on the children in particular is fully appreciated and understood by all involved in their journey through the court process. |
| Safeguarding and administration | |
| 16 | Record case work accurately and ensure the administration of caseload is always up to date. |
| 17 | Attend regular case review meetings in order to communicate information regarding cases and, in particular, share information around high risk cases. |
| 18 | Participate in the work of safeguarding children and vulnerable adults, following BCWA policies and procedures, and the policies and procedures of the Local Children and Adult Safeguarding Boards. |
| 19 | Ensure that any issues in relation to safeguarding children or vulnerable adults are brought to the immediate attention of the service manager. |

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| **General Duties** | |
| 1 | Involve and encourage service user 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 | IDVA qualification and/or direct experience of working in domestic/sexual violence. | X |  | A, E |
| 2 | Qualification or training equivalent to minimum level 3 education standard in a relevant topic, such as health and social care. | X |  | A, E |
| 3 | Experience of working with vulnerable adults and children, acknowledging safeguarding concerns and responding appropriately. | X |  | A, I |
| 4 | Experience of managing complex casework, including issues such as child abuse, mental health, substance abuse, working with trauma in adults and children and crisis intervention. | X |  | A, I |
| 5 | 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 |
| 6 | Experience of taking referrals for services, gathering information regarding the victim and their circumstances, assessing the information, agreeing needs and identifying risk, understanding the right service to refer on to. | X |  | A, I |
| 7 | Experience of facilitating group work. |  | X | A, I |
| 8 | Experience of supporting staff, students and volunteers |  | X | A, I |
| 9 | Experience of working within a formal contracting environment delivering/achieving against a specification and performance targets. |  | X | A, I |
| 10 | Experience of working/liaising within a multiagency setting with a range of stakeholders and representing clients/organization at external meetings. | X |  | A, I |
| 11 | Experience of preparing accurate reports for formal settings such as MARAC, case conferences or similar proceedings. | X |  | A, I |

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| Knowledge | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Have knowledge of the indicators and dynamics of domestic abuse from both an adult and child perspective and other forms of interpersonal violence, including barriers to accessing services and seeking help. | X |  | A, I |
| 2 | Understand the principles of risk assessment, safety planning and risk management for victims of domestic abuse and their children. | X |  | A, I |
| 3 | Have knowledge of complex needs, including problematic substance use, mental health issues and harm reducing interventions. | X |  | I |
| 4 | Have knowledge of access to public funds and other entitlements relevant to this client group/vulnerable/homeless people. |  | X | I |
| 5 | 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 |
| 6 | Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children. | X |  | I |
| 7 | Have knowledge of the Violence Against Women and Girls Strategy and the gendered nature of abuse. | X |  | I |
| 8 | Understanding of trauma informed approaches. | X |  | A, I |
| 9 | Understanding of motivational interviewing skills. |  | X | A, I |
| 10 | Have knowledge and experience of applying of health and safety, GDPR compliance and management. | X |  | I |

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| Skills and abilities | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Evidence of the ability to build and develop supportive relationships with victims of abuse, showing sensitivity for others’ viewpoints and valuing diversity. | X |  | A, I |
| 2 | 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 |  | A, I |
| 3 | Work in a person-centred way to undertake one to one work, including aspects such as confidentiality, the impact of domestic abuse and safety planning. | X |  | A, I |
| 4 | 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 |
| 5 | Evidence of the ability to communicate effectively, build and develop relationships with partner agencies through telephone, face to face and written reports. | X |  | A, I |
| 6 | Demonstrable ability to use Microsoft Office (Word, Excel, Outlook, Access, Teams), databases and other virtual platforms | X |  | A, I |
| 7 | Excellent verbal and written communication skills, including concise report writing and presenting at multi-agency meetings. | X |  | A, I |
| 8 | Ability to hold and manage a caseload and work to timescales (using a SMART approach). | X |  | A, I |
| 9 | Ability to work independently and within a team to meet targets and deadlines, problem-solve and respond to unplanned demands | X |  | I |
| 10 | Ability to be calm and resilient whilst under pressure and to remain optimistic and persistent. | X |  | I |
| 11 | Maintain professional boundaries and know when to seek management guidance and support when required. | 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 |  | A, I |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering victims and survivors of abuse | X |  | A, I |
| 4 | Organised, proactive and consistent delivery of work | X |  | A, I |
| 5 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others | X |  | A, 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: | Kat Bailey, Development and Communications Manager | Date Produced | 24.09.2025 |
| Job description reviewed and approved by: | Sara Ward, CEO | Date Approved | 25.09.2025 |