

Fife Women's Aid

Job Title: Independent Advocacy Worker

JOB PROFILE

Background

Fife Women's Aid is a registered Scottish charity and a company limited by guarantee with around 30 years experience of providing services to women, children and young people who have experienced domestic abuse.

Mission statement

Underpinned by a feminist analysis of domestic abuse, we work in partnership with others to provide accessible support services for women, children and young people in Fife who have experienced domestic abuse.

Advocacy Project

This is an established service and the post holder will be responsible for the continuing the development of the service. This will include ensuring an accessible advocacy service, with referrals coming from a range of partner agencies, self referrals and referrals from FWA support workers.

The post holder will be expected to provide advocacy and recruit, train and supervise volunteer advocates. The post is funded by Fife Council Social Work department.

JOB DESCRIPTION

Job purpose

The purpose of this post is to provide an independent advocacy service to women who have experienced domestic abuse. The post holder will work directly with women offering advocacy services and with volunteers to support them in the delivery of advocacy.

The Advocacy worker will support women to represent their own views and interests and get the help/information they need from other agencies.

Work Location

The contract for Independent Advocacy Services is managed by Fife Women's Aid and will be based in Glenrothes. The post holder is required to work/travel to other offices and venues in Fife and to travel to training and meetings in other areas in Scotland.

Reporting to

The post holder will report to the Independent Services Team Leader.

Key activities

1. Provide an advocacy service to women experiencing domestic abuse referred by a range of agencies or self referred.

2. Provide opportunities for women's personal development; enhancing their ability through advocacy to make choices about their future and live independently of an abusive ex-partner where they choose to.
3. Reaching out to marginalised groups of women who have experienced domestic abuse but would find it difficult to access advocacy or other services.
4. Provide Outreach advocacy support to women who need advocacy services but have not accessed refuge.
5. Provide a User-led professionally accountable and widely available service that is as free as it can be from conflicts of interest.
6. Develop volunteer advocacy and provide training in advocacy to staff and volunteers
7. Liaise, develop and sustain good working relationships with agencies across Fife that have a remit to provide services to those experiencing domestic abuse. Take part in appropriate multi-agency working groups.
8. Develop and market accessible resources as required to inform women about the advocacy service
9. Maintain accurate manual and computer based client records (in accordance with data protection)
10. Provide statistical information, prepare and present verbal /written reports and contribute to effective monitoring and evaluation of the Advocacy Service as required.
11. Comply with relevant health & safety legislation, good practice and the ethos of Fife Women's Aid. Take part in staff and service meetings as required and show commitment to ongoing personal and professional development.
12. Carry out your own filing, photocopying and IT services.
13. Undertake any other duties as reasonably requested within the overall business objectives of the organisation.

Note: This job profile is intended as an outline of the responsibilities and qualities required for the post and do not form part of terms and conditions of employment.

Independent Advocacy Worker

PERSON SPECIFICATION

| Qualifications, training and relevant experience | Essential | Desirable |
|--|------------------|------------------|
| Proven track record in providing advocacy | E | |
| Proven track record of overseeing volunteering | E | |
| Experience in working with a range of multi agency partners | E | |
| Understanding and commitment to ethical practice | E | |
| Experience of working with women who have experienced domestic abuse or have personal experience of domestic abuse | | D |
| Relevant/appropriate qualification (e.g. Women's Studies, Support Skills, etc, relevant SVQ or equivalent) | | D |
| Competencies | Essential | Desirable |
| Understanding of the impact and prevalence of domestic abuse on women, children and young people | E | |
| Understanding of current legislation and best practice in relation to domestic abuse, Mental Health legislation, Equality legislation and Human Rights legislation | E | |
| Skills in advocacy, negotiation, conflict resolution and liaison | E | |
| Experience of crisis intervention and safety planning with vulnerable client groups. | E | |
| Excellent interpersonal skills with the ability to engage and establish rapport with people | E | |
| Excellent written and verbal communication skills including skills to work with people of differing abilities and to work with interpreters | E | |
| Competent organisational & IT skills; ability to maintain manual and electronic records. | E | |
| Ability to prioritise, meet deadlines and work well both as an individual and within a team | E | |
| Understanding of court systems and processes of protection for children and vulnerable adults | | D |

| Personal qualities | Essential | Desirable |
|---|------------------|------------------|
| Patient | E | |
| Self motivated, enthusiastic and co-operative | E | |
| Sensitive and empathic | E | |
| Positive, resourceful, tenacious and a problem solver | E | |
| Reliable | E | |
| Willingness to learn | E | |

| Special requirements | Essential | Desirable |
|--|------------------|------------------|
| Commitment to equal opportunities and anti-discriminatory practice | E | |
| Ability to work office hours, some out of hours and occasional evenings and weekends. A flexible approach to working required. | E | |
| Full driving licence and access to own transport (with business insurance) or otherwise be able to travel throughout Fife | E | |

Organisational culture

Fife Women's Aid is committed to bringing an end to domestic abuse and providing a high standard of service to its service users and other stakeholders. The post holder must subscribe to the feminist analysis of domestic abuse and share a commitment to achieving the objectives of Fife Women's Aid

Fife Women's Aid strives to be an equal opportunities employer and positively welcomes applications from women from all sections of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.

**Fife Women's Aid is a Registered Scottish Charity SC011689
And a Company limited by Guarantee Co No: SC316350**

FIFE WOMEN'S AID
Advocacy Worker
Fixed Term Contract

Outline Terms and Conditions

Working hours: 18 hours per week.

Hours are required to be flexible including office hours, some out of hours and occasional evening and weekends.

Salary: £24,878 (pro rata)

Probationary period: 6 months

Notice period: 1 weeks' notice for first 6 months; 4 weeks' notice thereafter

Annual leave entitlement: 32 days per annum (pro rata)

Public holidays: 4 days (pro-rata)

Sick pay:

Entitlement in accordance with length of service and is within a 12-month rolling period:

0-6 months – up to 1 week full pay and 1 week half pay

6-12 months – up to 2 weeks full pay and 2 weeks half pay

1-2 years' service – up to 4 weeks full pay and 4 weeks half pay

2-3 years' service – up to 6 weeks full pay and 6 weeks half pay

3-4 years' service – up to 9 weeks full pay and 9 weeks half pay

Over 5 years' service – up to 13 weeks full pay and 13 weeks half pay.

Redundancy: Statutory Redundancy terms.

Pension: Eligible to join pension scheme.

Place of work: Based at Fife Women's Aid office in Glenrothes although this may be subject to change during the duration of this contract.

Post holder will be required to travel to and work across all areas of Fife. Travel to other areas of Scotland for training, meetings etc also required.

A PVG check will be carried out for this position