

JOB DESCRIPTION

JOB TITLE	Independent Domestic Violence Advisor (IDVA)
REPORTING TO	Families Team Leader
DIRECT REPORTS	None
LOCATION	Leeds (role will work across West Yorkshire)
HOURS	35 hours per week (full time)
SALARY / BAND	£30,211
CONTRACT	12 months in the first instance

About Leeds GATE

Leeds Gypsy and Traveller Exchange (Leeds GATE) is a brave and creative, member-led organisation working alongside Gypsies and Travellers across West Yorkshire. We work to improve quality of life, challenge racism and inequality, and create lasting change. We deliver advocacy, family support work, youth work, education support and community development. We work in partnership to improve the systems and services that shape outcomes around homes, health, education and inclusion.

Our members are at the heart of our organisation. We build trusted relationships, support people to build confidence and help themselves, and create opportunities for members to shape our work and the decisions that affect them. We believe people should be safe, have their privacy respected, their culture valued and that everyone should be treated equally and included.

Job Purpose

To provide specialist, culturally informed and trauma-informed support to Gypsy and Traveller community members experiencing domestic abuse across West Yorkshire. The role independently manages a caseload, assesses and responds to risk, supports safety and recovery, coordinates wider support and advocates for members within relevant services and multi-agency processes. The role also contributes specialist domestic abuse knowledge to Leeds GATE teams and helps strengthen culturally appropriate responses with partner services.

Main Duties and Responsibilities

Staff Management / Team Working

- Support volunteers and students with allocated tasks and activities, providing guidance where needed.
- Have an excellent understanding of the work across all Leeds GATE teams and be able to confidently explain and refer into these, ensuring members receive the full benefit of our offer.
- Support community development and youth work teams to strengthen their understanding and responses to domestic abuse within their work.
- Provide specialist advice and guidance to colleagues responding to domestic abuse within their work.

Working with our Members

- Independently manage a caseload of members experiencing domestic abuse, providing culturally informed, trauma-informed and person-centred support.
- Assess risk and provide proactive short- to medium-term support, including individual safety planning, DASH assessments, referrals and appropriate crisis intervention.
- Build trusted relationships with members, supporting them to understand the dynamics and impact of domestic abuse, build confidence and regain control over their lives.
- Coordinate appropriate support around members' wider needs, including accommodation, welfare rights, health and wellbeing, working with other services where required.
- Plan and undertake outreach to engage members who may benefit from IDVA support
- Develop opportunities for members to participate in and shape activities, services and relevant areas of work.

Fundraising and Budget Management

- Manage activity budgets within your area of work and ensure financial processes and procedures are followed.
- Contribute to the development of funding bids and reporting by providing detailed, accurate information and evidence from your area of work.

Project Management

- Manage individual projects within your area of work, including planning delivery, allocating agreed tasks and keeping project documentation up to date.
- Keep accurate records and monitoring information and contribute to reports within your area of work, in line with organisational and funder requirements.
- Ensure IDVA casework and interventions are delivered to agreed professional, organisational and partnership standards.

Risk Management, Safeguarding and Quality

- Ensure activities within your area of work are risk assessed and Leeds GATE policies and procedures are followed.
- Independently assess and manage safeguarding concerns and cases, make decisions and provide guidance within your area of responsibility.
- Maintain confidentiality and handle personal and sensitive information appropriately, in line with organisational policies and procedures.
- Assess and manage domestic abuse risk within your role, including safety planning, DASH assessments and appropriate referral or escalation to MARAC and other relevant services.
- Follow quality assurance processes as directed by your Team Leader/Manager.

Partnerships, Strategy, Research, Consultation and Training

- Represent Leeds GATE at relevant partnership meetings, contributing to discussions and following through agreed actions.
- Develop effective working relationships with domestic abuse and other relevant services to improve coordinated and culturally appropriate responses for Gypsy and Traveller members.
- Advocate for members within relevant multi-agency processes, appropriately challenging decisions where necessary.
- Contribute your knowledge and experience to research, consultation and training activities when required.

General Responsibilities

- Attend relevant staff, team and other meetings as needed.
- Prepare for and take part in regular supervision.
- Follow Leeds GATE policies, procedures and terms of employment.
- Take part in training and personal development needed for your role.
- Help Leeds GATE run well, including supporting organisational events and providing reasonable cover when needed.
- Work outside normal office hours when needed for the role, including occasional evenings or weekends.
- Positively represent Leeds GATE in your work with members, partners, funders and other stakeholders.
- Undertake other duties appropriate to the level and responsibilities of the post.

PERSON SPECIFICATION

Education & Training

Criterion	Essential	Desirable
Relevant safeguarding training, appropriate to your roles	✓	
Relevant specialist domestic abuse / IDVA qualification or training	✓	
Willingness to undertake required specialist domestic abuse / IDVA training where not already held	✓	

Knowledge & Understanding

Criterion	Essential	Desirable
Understanding of Gypsy and Traveller communities or other marginalised communities, including barriers and inequalities people may face.	✓	
Knowledge and understanding of domestic abuse, including its dynamics, impacts and the barriers people may experience when seeking support.	✓	
Knowledge and understanding of domestic abuse risk, safety planning and appropriate referral and escalation routes.	✓	
Knowledge of relevant domestic abuse legislation and legal remedies, including the Domestic Abuse Act, and how they apply to the role.	✓	

Experience

Criterion	Essential	Desirable
Experience of working with Gypsy and Traveller people and/or people who experience inequality.	✓	
Experience of working with people in community settings, outside an office.	✓	
Experience of independently assessing and managing safeguarding concerns and cases, including making decisions and working with other services where required.	✓	
Experience of supporting people affected by domestic abuse, including assessing risk using DASH, safety planning and responding appropriately to changing levels of risk.	✓	
Experience of working with other agencies to coordinate responses to domestic abuse including via MARAC and of advocating for people experiencing domestic abuse.	✓	

Skills & Behaviours

Criterion	Essential	Desirable
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Criterion	Essential	Desirable
English and maths skills needed to do the role.	✓	
IT skills and ability to use the software and systems needed for the role.	✓	
Able to build positive, trusting relationships and treat people with kindness, dignity and respect. Able to be person centred and flexible to overcome barriers people face to taking part.	✓	
Able to listen to members, involve people in decisions that affect them and support people to have their voices heard.	✓	
Able to recognise and build on people's strengths, skills and knowledge, helping people build confidence	✓	
Able to communicate honestly and clearly and with kindness, work well with others and raise problems or ask for help when needed.	✓	
Able to reflect on your own work, acknowledge mistakes, learn from feedback and try different approaches.	✓	
Able to work in a trauma-informed way and understand how people's life experiences may affect how they feel, think and behave	✓	
Able to respect people's identity and culture, recognising and challenging racism and inequality appropriately.	✓	

Practical Requirements

Criterion	Essential	Desirable
Able and willing to work outside normal office hours when needed, including occasional evenings or weekends.	✓	
Able to drive and have access to a vehicle for work to support flexible member appointments and outreach across West Yorkshire, subject to reasonable adjustments.	✓	