

# Person Specification

## Knowledge and Understanding

### Essential

1. Knowledge of the cultural and social context of DV&A and additional barriers and discrimination faced by oppressed groups surviving and experiencing DV&A.
2. Knowledge of procedures around Child Protection and Safeguarding Adults in relation to DV&A and the legal responsibilities surrounding these issues.
3. Knowledge of civil/family and criminal court proceedings in relation to domestic violence and abuse.
4. Understanding of domestic, sexual and honour based violence and abuse, stalking and forced marriage and the impact on victims and their children.
5. Knowledge of different agencies in relation to tackling domestic abuse and meeting the needs of service users.
6. Understanding and acceptance of the need for professional confidentiality.
7. Understanding of the guidance in relation to GDPR.
8. Understanding of and commitment to Equal Opportunities principles and practices.

### Desirable

9. Knowledge of DHRs and Lessons Learned Reviews.
10. Understanding and/or experience of working with the MARAC process.

## Experience

### Essential

11. Experience of providing support, guidance and information for a front line support service.
12. Experience of using risk assessment, safety planning and support planning tools.

### Desirable

13. Experience of running service-user advisory or steering groups

## Essential Skills

14. Good organisational, IT and administrative skills with some experience of working with a case management system.
15. Excellent communication skills in written presentation and verbal formats.
16. Ability to establish effective relationships and partnerships with other agencies in order to get the best outcomes for service users.
17. Group work skills with the ability to run service-user involvement groups.

18. Ability to prioritise and manage a caseload.
19. Ability to deal with changing priorities and unique situations and respond effectively.
20. Ability to operate within a quality assurance framework, ensuring targets and objectives are met on time.
21. Ability to apply creative thinking to problem solving and be flexible to work in all types of environments.
22. Ability to work effectively on own initiative with minimal direct supervision as well as contributing to team ethos and outcomes.
23. Ability to support people empathically, and with an inclusive and non-judgemental approach
24. Ability to make effective contributions to improve service delivery.

### **Personal Qualities and Values**

25. Commitment to diversity and working in an anti-discriminatory way.
26. Willingness to commit to Behind Closed Doors and Leeds Domestic Violence Service policies and procedures.
27. Commitment to reviewing individual and team practice and undertaking regular training.
28. Personal values must be consistent with those of Behind Closed Doors and Leeds Domestic Violence Service.

### **Requirements**

#### Essential

29. Child Protection Training at level 1 or above.
30. Safeguarding Adults Training at Level 1 or above.
31. A full driving licence.
32. Access to a vehicle to be used for work purposes.
33. Flexible approach with regard to working hours.

#### Desirable

34. Ability to speak one or more locally relevant, community languages.
35. Teaching/training/group work skills
36. Creative skills to assist in the development of materials and work-tools to support frontline work
37. Recognised Domestic Abuse Awareness training.