

## **Court Support and Advocacy Worker**

22.5 hours per week

£22,688-£25,384 per annum (pro rata)

Fixed term post

Fife Women's Aid are looking to recruit a part time worker to provide advocacy and support services for women who are involved in court actions as a result of incidences of domestic abuse. The post holder will work directly with women to offer information, support and advocacy services and will also provide liaison between service users and other multi-agency partners from both statutory and voluntary services.

Applicants will have experience of providing advocacy and support to vulnerable client groups. Procedural knowledge and practical experience of civil and criminal justice remedies for victims of domestic abuse will be an advantage.

Excellent communication skills, an ability to work effectively with a range of multi-agency partners and an ability to travel extensively across Fife is essential for the post. A clean driving licence is required.

This post is funded until the end of January 2023.

The successful applicant will have at least SVQ Level III or equivalent level of qualification in housing support or other relevant subject, or equivalent experience and willingness to work towards a qualification.

If you would like further information about the post(s), please contact Keri Duffy on 07714609374 or Lynda Carey on 07714 609371.

**Closing date: 5pm on Tuesday 9<sup>th</sup> March 2021**

**Interviews will be held: Tuesday 23<sup>rd</sup> March 2021**

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

For an application form, please go to our website: <https://fifewomensaid.org.uk/about-fwa/vacancies>

**Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community.**

Dear Applicant,

Thank you for your interest in the post of:

**Court Advocacy and Support Worker (22.5 hours)**

This document provides information on the Job Description and Person Specification for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us. Our Privacy Statement is available on our website <http://www.fifewomensaid.org.uk/privacynotice/>

**The closing date for applications is 5pm on Tuesday 9<sup>th</sup> March 2021**

**Interviews will be held on Tuesday 23<sup>rd</sup> March 2021**

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

*Kate McCormack*

Kate McCormack

Manager

## Job Description

<b>Job Title:</b>	Court Advocacy and Support Worker
<b>Contracted Hours of Work</b>	22.5 hours per week (fixed term contract until January 2023)
<b>Salary:</b>	£22,688-£25,384 per annum (pro-rata)

### **Court Support and Advocacy Service**

This project aims to provide a high quality service for women who have experienced domestic abuse and are or will be involved in a further court action. It is recognised that dedicated support and advocacy services at this time can enable women to engage more safely and meaningfully with court processes and feel empowered to complete court actions. This in turn can increase accountability of perpetrators, reduce repeat offending and achieve positive outcomes for women.

### **Job purpose**

To provide advocacy and support services for women who are involved in court actions as a result of incidences of domestic abuse. The post holder will work directly with women to offer information, support and advocacy services and will also provide liaison between service users and other multi-agency partners from both statutory and voluntary services.

### **Work Location**

The service is managed by Fife Women's Aid and will be based within Fife Women's Aid offices in Glenrothes. Remote working may also be required.

The post holder will be expected to travel to work within a variety of community locations throughout Fife, as well as to courts in Fife and other areas of Scotland when required.

### **Reporting to**

Team Senior

### **Key activities**

- Processing of referrals including: Liaison with partner agencies, collation of information, making direct contact with service users and providing information on the work of Fife Domestic Abuse Court Support and links into Fife multi agency responses.
- Carry out risk assessment and safety planning activities as required to maximise the safety and protection of women and children using the service. Liaise with other services as required around safety and security issues.
- Support and advocate with service users around any issues relating to court action or process. Provide ongoing information, advocacy and support services until court action complete.

- According to individual need, co-ordinate support with other external agencies. Offer liaison, joint working and/or referral to other support or interventions.
- Liaise with external agencies involved in court processes to ensure the individual needs of women are met at any court attendance. This may include joint working to provide appropriate supports and carrying out elements of this support directly.
- Manage client case load including keeping accurate and confidential case management records, databases and correspondence. Establish and follow agreed information sharing protocols with service user and external agencies
- Contribute to provision of monitoring and evaluation evidence, prepare statistics and provide verbal/written reports as required
- Provide support and information to women on court outcomes. Follow up any additional information required or advocacy issues raised. Provide post court referrals on to appropriate services, as required.
- Develop and sustain good working relationships with partner agencies who contribute to the provision of services to those experiencing domestic abuse. Take part in appropriate multi-agency work to promote and develop services in line with Fife multi-agency priorities.
- Carry out administrative tasks as appropriate to the role.
- 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.
- Undertake any other duties as reasonably requested within the overall business objectives of the organisation.

## Person Specification

Qualifications, training and relevant experience	Essential	Desirable
Proven track record in providing advocacy and support services to vulnerable client groups.	E	
At least SVQ Level III or equivalent level of qualification in housing support or other relevant subject OR equivalent experience and willingness to work towards qualification, preferably with at least 2 years' experience working in an environment requiring similar knowledge and skills.	E	
Experience in working effectively with a range of multi agency partners and promoting joint working practices.	E	
Procedural knowledge and practical experience of civil and criminal justice remedies for victims of domestic abuse		D

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with women who have experienced trauma	E	
Understanding of current legislation and best practice in relation to domestic abuse, child protection and adults at risk.	E	
Understanding of trauma informed approaches	E	
Skills in advocacy, negotiation and liaison	E	
Ability to undertake robust crisis interventions and carry out safety planning and risk management with vulnerable client groups.	E	
Excellent written and verbal communication skills	E	
Competent organisational & IT skills; ability to maintain manual and electronic records and create reports.	E	
Ability to prioritise, meet deadlines and work well both as an individual and as part of a team	E	

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Articulate and effective communicator – verbal and written.	E	
Self motivated, enthusiastic and co-operative	E	
Sensitive and empathic	E	

<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equal opportunities and anti-discriminatory practice	E	
A flexible approach to work. Prepared to work some out of hours/ occasional evenings and weekends as required	E	
Full driving licence and access to own transport or otherwise be able to travel throughout Fife	E	
Ability to have business user motor insurance if required	E	
Membership of PVG scheme required	E	
The post holder must become registered with the SSSC	E	

<b>Organisational culture</b>
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Fife Women's Aid is committed to bringing an end to violence against women, and providing a high standard of service to its clients and other stakeholders. The post holder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the shared objectives of Fife Women's Aid
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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**