Freephone Support Line for Children & Young People: 0808 801 0422
Freephone Support Line for Women: 0808 802 5555
Business Line: 01383 732289
Web: www.fifewomensaid.org.uk
Email: info@fifewomensaid.org.uk

Women's Support and Advocacy Worker with MARAC (Ref: MAR041136)

1 x 36 hours per week
£28,360-£31,655 per annum (position on scale dependent on experience)

Fife Women's Aid are looking for an additional full-time member of staff to increase the capacity of our existing MARAC team, working with women experiencing domestic abuse who are at high levels of risk.

If you want to help make a difference in the lives of women, children and young people with experience of domestic abuse, have direct experience of providing one to one person-centred support, an understanding of the causes and impacts of domestic abuse along with good interpersonal skills then you may be the person we are looking for. Applicants will have at least 2 years' experience of working in a support or advocacy role. The MARAC team is a small supportive team with a wealth of experience to share with new workers. Training will also be provided for the successful candidates.

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

Please join us for an online session to find out more about FWA MARAC service. This will be at **6.30pm on Tuesday 18th November**. Please confirm your attendance to info@fifewomensaid.org.uk and we will send you details of the zoom meeting. We hope to see you there.

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.

If you would like further information about the post, please contact Claire Rigby, Team Manager at claire.rigby@fifewomensaid.org.uk.

Applications must meet the person specification to be shortlisted.
Previous applicants need not apply.

Closing date: **4.30pm on Tuesday 24th November 2026**
Interviews will be held: **Friday 4th December 2026**

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.

Job Ref MAR041136

Dear Applicant,

Thank you for your interest in the post of: **Women's Support & Advocacy Worker with MARAC**

This document provides information on the Job Description 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/

Closing date: **4.30pm on Tuesday 24th November 2026**
Interviews will be held: **Friday 4th December 2026**

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
CEO

Job Description

Job Title:	Women's Support and Advocacy Worker with MARAC

Job purpose:

The purpose of this post is to provide a high-quality service to women with experience of domestic abuse who are assessed as being at highest risk. Working within the multi-agency risk assessment conference framework providing short to medium term crisis support (for 12 weeks after referral), with the main aim being to work with women and partner agencies to reduce risks faced by women and their children.

Reporting to: Team Manager

Key activities:

1. To manage a caseload of clients providing information, advocacy, and support in relation to recent experiences (within the last 3 months) of domestic abuse to those assessed as being at high risk from an abusive partner/ex-partner.

2. Provide a support service to women with experience of domestic abuse who are referred to the MARAC process. This will involve:
    - Contacting women referred to MARAC, offering crisis support in the short to medium term, explaining the MARAC process and sensitively gathering information about the women's views.

    - Carrying our risk assessments to support women to identify and take action to address any concerns she may have for her own and her children's safety and wellbeing, helping to identify actions that could be taken by her and by services to help reduce risk.

    - Carrying out assessments and acting as key worker to assist women through relevant individual support issues using a trauma informed and person-centred approach to support her empowerment. This will involve providing advocacy, emotional and practical support, and information in relation to legal options, housing, health, and finance as well as helping her access support from other agencies and identifying where longer-term support from FWA is required.

    - Working directly with key partner agencies to address the safety of high-risk victims and ensuring that their safety plans are coordinated particularly through the MARAC and that feedback is provided to women and to the MARAC coordinator.

3. Attend Fife MARAC meetings, providing input on the risks women feel they face and advocating for actions which will reduce risk as required ensuring the victim/survivor's views are heard. Provide feedback to women after the MARAC meeting.

4. Liaise with, develop, and sustain good working relationships with agencies across Fife who have a remit to provide services to those experiencing domestic abuse. Take part in appropriate multi-agency working groups.

5. Maintain accurate service user records (in accordance with data protection) and within required timescales at all times.

6. Provide statistical information, prepare, and present verbal /written reports and contribute to effective monitoring and evaluation of MARAC as required, including reporting on identified gaps between and within services and carrying out systemic advocacy as required.

7. Promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse. Support the promotion of FWA's public and media profile, attending appropriate meetings and events on behalf of FWA as required. Take part in preventative, educational and multi-agency work. Work collaboratively with other agencies and take part in local/ national multi-agency training and partnership work. Assist in the development and maintenance of service user information.

8. To work within FWA policies and procedures as well as standards required by legislation, policy, funders, and registered bodies, ensuring Health and Social Care Standards and SSSC requirements are met at all times.

9. Participate in development, monitoring and evaluation of the service as required. Perform administrative tasks in a timely way to ensure smooth running of the service. Provide quantitative and qualitative information on support and related issues regularly and written reports, as required.

10. Support your manager and colleagues in achieving team and FWA objectives, regularly attending team/ other relevant meetings. Work collaboratively, assisting colleagues as appropriate. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work.

11. Work within FWA organisational financial policies and guidelines. Assist with FWA fundraising as required.

12. Perform other duties as reasonably required by the FWA management team and show commitment to ongoing personal development.

Person Specification

Qualifications, training and relevant experience	Essential	Desirable
Experience of providing advocacy and/or support services to people who have experienced trauma (minimum of 2 years)	E	
Relevant/appropriate qualification (e.g., SVQ or HNC in health and social care, IDAA, social work) or equivalent or willingness to work towards	E	
Experience in working with a range of multi-agency partners	E	
Competencies	**Essential**	**Desirable**
Understanding of the impact of domestic abuse on women, children, and young people		D
Understanding of trauma informed approaches		D
Evidence of ability to build positive trusting relationships with people who have experienced trauma	E	
Experience of carrying out assessment, risk assessment, providing support, crisis intervention and safety planning with vulnerable client groups	E	
Knowledge of adult and child protection	E	
Good listening skills and written and verbal communication skills	E	
Good organisational & IT skills appropriate to role	E	
Ability to prioritise, meet deadlines and work well both as an individual and within a team	E	
Personal qualities	**Essential**	**Desirable**
Demonstrate a positive, person-focused, and team-working approach to practice	E	
Special requirements	**Essential**	**Desirable**
Commitment to equal opportunities and anti-discriminatory practice	E	
Able to work flexibly and to do occasional evening and weekend work	E	
Ability to travel within and out with Fife - full driving license and access to own transport with business user motor insurance or otherwise able to travel, to collect and transport service users	E	
Membership of PVG Scheme required	E	

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

Organisational culture

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder 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 aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community.