



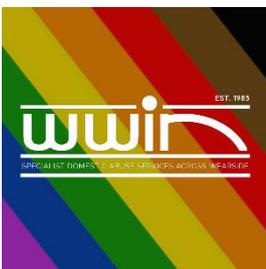
Children & Young People's Advocate (CHIDVA)

Job Application Pack

Head Office: 28, Bridge House, Bedford Street, Sunderland, SR1 1TE

[WWiN Website](#)

Tel: 0191 4163550



About Wearside Women in Need

Introduction on Behalf of the Board of Trustees

Dear Applicant,

Wearside Women in Need (WWiN) is a specialist domestic abuse service, providing accommodation and community-based services, aimed at supporting women and children at risk of, or suffering, from violence and abuse. WWiN has been at the forefront of this work for over 30 years. In that time public attitudes to domestic abuse have changed enormously, but two women a week are still killed in England and Wales by a partner or ex-partner. Domestic abuse continues to blight the lives of women and children across our area and WWiN's services have never been needed more.

We are members of the national umbrella organisation, Women's Aid Federation England, and are a national pilot site for its new approach 'Change that Lasts' which places the survivor at the heart of our response, building around her needs and on the strengths and resources available to her as an individual. See: <https://www.womensaid.org.uk/our-approach-change-that-lasts/>

We are looking for forward-looking, energetic and committed staff to work with us as we strive to create a safer community for women and children across Wearside.

Yours sincerely,

Cullagh Warnock and Joanne Hayden (Co-Chairs) WWiN Board of Trustees

How to Apply

Please complete the application form, paying close attention to the job description and person specification and send to: enquiries@wwin.org.uk

Closing Date: Monday 6th June 2022 (5pm)

Interview Date: Week commencing 13th June 2022

All applications will be reviewed and assessed; all shortlisted candidates will be interviewed.

This post is subject to an enhanced DBS check.

We value diversity and promote equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

Note: Our services are run by women for women and are therefore restricted to female applicants under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975 apply. The post is exempt from the Rehabilitation of Offenders Act.

Candidates must be eligible to live and work in the UK.

Job Title

Role Title:	Children & Young People's Advocate (CHIDVA)
Location:	Predominantly Sunderland but may work from various locations across Wearside
Hours:	30 – 37 Worked flexibly
Salary:	NJC 13 – 17 (£22,627 - £24,491)

Job Description

WWiN is a specialist domestic abuse service delivering residential and community-based services across Wearside from multiple sites.

This role requires an in-depth understanding of domestic abuse and the impact on children and parenting. The role will work with children in refuge and the community. You will be working with a senior practitioner, IDVA's, counsellors and refuge staff to bring about positive outcomes for children 4-16 years of age.

Purpose of the Role

- To identify and reduce the risk to children and young people and develop support plans to improve their physical, social and emotional wellbeing.
- Work with Mothers and Children to enhance relationships and promote good enough parenting
- To protect and promote the rights of children and young people and ensure they have a voice by providing information, advice, support and advocacy.
- To work in partnership with non-abusing parents and provide family support.

Main Duties

- Provide direct services to children and young people living with the effects of domestic violence and/or abuse, supporting them to achieve positive outcomes, which may include but are not restricted to drop-in services, 1-1 support, delivery of group programmes and educational sessions.
- Make proactive contact with the child/young person assisting them to identify the issues concerning them.
- Develop with service users an appropriate personal plan which takes account their full range of needs including assessing risk.
- Risk-assess and safety plan in response to the needs of children and young people who continue to live with perpetrators.
- Work in partnership with non-abusive parent to facilitate positive parent/child relationships.
- Ensure that children and young people receive the services to which they are entitled and want.

- Advocate for children in a range of settings such as court, with children's services, police, GP, school etc.
- Help children and young people develop their own support network.
- Liaise with appropriate statutory and voluntary agencies to facilitate family support work where appropriate.
- To promote other services, informing children, young people and families about where they can access help.
- Provide emotional support to service users in the development of personal and life skills towards greater independence and self-esteem.
- Ensure that children are referred to appropriate agencies to access other sources of help, support and protection as required.
- Liaise with other agencies and work in partnership with Social Services, Health Services, Education etc. towards promoting a multi-agency approach.
- Keep other relevant agencies informed about important changes in the client's situation.
- Manage own caseload by maintaining accurate records of all cases, monitor outcomes and work in a proactive way to support and further develop service provision.
- Produce regular comprehensive reports highlighting positive areas of work, case studies, areas of concern, summary of outcomes etc
- Understand the legal framework relating to the protection of children including the policy and procedures of the Local Safeguarding Children's Board.
- Contribute to the development and delivery of flexible services which address the physical, psychological and developmental needs of children and families living with the effects of domestic violence and/or abuse, in Sunderland.
- To develop, organise and facilitate key aspects of the service as requested by the service lead such as 1-1 support, delivery of programmes, open access services and drop-ins and group sessions in a variety of settings including in-house, and within the community.
- To ensure that anonymity and confidentiality are respected and to implement WWiN child protection and confidentiality policy.
- To participate in other aspects of the service as requested by the service lead
- To observe any written policies, procedures and guidelines for good practice issued by WWiN.
- Participate in regular training opportunities and events as required.
- Access regular support and supervision from line management.

Administration

- To record appropriate data.
- To keep and maintain accurate and confidential records and contribute to monitoring information of the project as required including case studies and direct feedback from young people.
- To provide regular reports as required.

Equal Opportunities

- To comply with and implement WWiN's equal opportunities statement at all times.
- To respect diversity and support clients to access services on an equitable basis.

Please Note:

This job description is not exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may vary from time-to-time following discussion with line management. Any variations, however, will be in keeping with the general profile of the post.

This is a relatively new area of service provision and as such is subject to development. It has been developed to respond to the needs of individuals so that many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible manner when required, undertaking tasks that have not been specifically covered in their job description.

Qualifications

Essential	Desirable	Assessed
A relevant qualification in social care, childcare or youth work	A therapeutic qualification such as counselling, play therapy, solutions focussed practice	Application form Certificates Interview

Experience and Knowledge

Essential	Desirable	Assessed
<p>Experience of working with children, young people and families</p> <p>Experience of delivering training, youth programmes and group work</p> <p>Experience of case work and record keeping including recording case notes</p> <p>Knowledge and experience of child protection procedures and confidentiality</p>	Experience of identifying a range of support services to meet individual need	<p>Application form</p> <p>Certificates</p> <p>Interview</p>

Essential	Desirable	Assessed
<p>Competent user of IT systems</p> <p>Experience of multi-agency partnership working and approaches to domestic violence</p> <p>Knowledge of domestic violence and the effects on victims and children</p> <p>Knowledge of child development</p>		

Skills and Abilities

Essential	Desirable	Assessed
<p>Good interpersonal and communication skills</p> <p>Enthusiastic, self-motivated approach with ability to think creatively and apply initiative</p> <p>Able to work constructively as part of a team</p> <p>Ability to manage time effectively, work under pressure and to deadlines while maintaining high standards of work</p> <p>Flexibility to work outside of ordinary office hours if required</p> <p>Commitment to the principles of equal opportunity and the empowerment of individuals</p> <p>To work with service users in a non-judgemental manner</p> <p>Car driver with use of own vehicle</p>	<p>Analytical and report writing skills</p>	<p>Application form</p> <p>Certificates</p> <p>Interview</p>

How We Use Your Data for Recruitment

Background

This privacy policy covers how Wearside Women in Need collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our Commitment to Job Applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from application form, CV or covering letter (education, skills and qualifications).
- Health records (night worker assessment forms, health questionnaires) where required as part of the role.
- Occupational health report (higher level screening required for role) with access to medical records with consent being given by the applicant.
- Disclosure and Barring Record where a requirement for the role.
- References from the named referees that the applicant provides and only with the applicants' consent.
- Visa and proof of the right to work in the UK documents.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension and benefits information.
- Access to your DVLA portal.

We may also collect, store and use 'special categories' of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. Also, information about criminal convictions and offences.

Purpose of Collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our organisation, and to check that you are legally entitled to legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information background check agencies.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way for the fulfilment of the contract or a legitimate business reason.

How the Information is Held

Most information is transmitted by email and is stored on our computers, and paper-based filing. We use Microsoft which covers our email servers and Sage for payroll. All this

information can only be accessed by authorised staff within our organisation. Our staff are trained to understand the importance of keeping personal data secure.

Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

Disclosure

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your GP or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the CEO who has responsibility for Data Protection within WWiN stating the details of your complaint.

We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office

If you are not satisfied by our response you may complain to the ICO.