



TDAS

**Recruitment Pack
Housing IDVA**

Welcome

We are thrilled you are considering our organisation.

Hello! I'm Sam, CEO of TDAS (Trafford Domestic Abuse Services), and I'm thrilled that you're considering joining our amazing team. Since 1990, our local charity has been a beacon of hope for those affected by domestic abuse in our community. We support over 2000 adults and children every year, offering a range of services including intervention and prevention programs, accommodation, group support, a support line, community outreach, and training and educational awareness.

Our mission is grounded in five core values that guide everything we do:

Openness: We believe in transparency and honesty in all our actions and communications. This value fosters a culture of trust and inclusivity, ensuring that every voice is heard and respected.

Empowerment: Our work is centred on empowering individuals to reclaim their lives and regain their sense of self-worth. We provide the tools, resources, and support necessary for personal growth and healing.

Person-Centred: We recognise that every person's experience with domestic abuse is unique. Our approach is tailored to meet the specific needs of each individual, ensuring compassionate and personalised care.

Collaboration: We know that our impact is greater when we work together. By partnering with other organisations, communities, and stakeholders, we create a stronger network of support and advocacy.

Innovation: We are committed to continually evolving and improving our services. By embracing new ideas and approaches, we strive to provide the most effective support for those we serve.

At TDAS, we also prioritise the well-being and support of our staff. We believe that a healthy, motivated team is essential to delivering the best possible outcomes for our service users. We offer a supportive work environment that encourages both personal and professional development and a healthy work-life balance, recognising that our staff's growth and satisfaction are integral to the success of our mission

These values—openness, empowerment, person-centred care, collaboration, and innovation—are not just for our service users but also reflect the ethos of our team. If you feel that your values align with ours, this could be the perfect place for you.

We look forward to receiving your application and hopefully welcoming you to our team.



About Us

Trafford Domestic Abuse Services (TDAS) is an independent specialist agency working in Trafford and Salford delivering services to adults and children who have experienced domestic abuse. TDAS is a specialist charity providing services to adults and children and young people experiencing or have experienced domestic abuse. We provide both prevention and intervention services and raise awareness of domestic abuse through training, workshops and public forums.

Our Mission Statement:

'To enable people to break free from domestic abuse'.

This is achieved by meeting the following objectives:

1. The provision of safe and supportive spaces and temporary accommodation for women and children who have or who are experiencing domestic abuse.
2. The provision of community support services to those who have experienced domestic abuse
3. To advance the education of the public and those who work in partnership with the public, private, voluntary, community and social enterprise. in issues relating to domestic abuse including its nature, impact and causes.

TDAS Values:

Openness: TDAS create an open culture, provide transparent reporting, good fundraising and governance.

Person Centred: TDAS provide coordinated, personalized and enabling services to everyone

Innovative: TDAS introduce new ideas, are creative and forward thinking

Collaborative: TDAS work in partnership with key stakeholders to enable individuals to achieve a defined and common purpose

Empowering: TDAS empower our service users to become stronger, more confident, being aware of their rights and privileges and live a more meaningful and fulfilling life.

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What our clients & partners say about us



“TDAS is a special charity that makes a very powerful and positive impact on society”

Volunteer

“I can't believe that I let it get so bad but TDAS was my saving grace. For that, I will be eternally grateful.”

Client

“TDAS is a great organisation to volunteer for. They are without a doubt a ‘go-getting’ organisation that really let their volunteers get involved.”

Volunteer

“TDAS is an amazing charity where you know every penny you donate goes to making peoples’ lives better.”

Donor

“When I walked into the refuge I didn't know who I was; I didn't have control of my own mind, it had been run by my ex-partner for so long. My daughter and I were finally safe, TDAS gave me my life back!”

Client

Highly supportive of staff, values & ethos are actively carried out, welcoming & community focussed (both staff & wider community), compassionate & caring, goes above & beyond to meet the needs of service users.

Staff

“Thank you for helping me see the light at the end of the tunnel and for creating a safe space for me to find myself again”

Client

“It felt incredible to be able to support this fantastic charity”

Donor

“If you have any worries about being in an unhealthy relationship, please contact TDAS they can help you. The support they offer is second to none.”

Client

Thank you for being a great organisation and supporting not only clients, but TDAS colleagues as well. I feel very comfortable, happy and appreciated within the organisation.

Staff



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tdas
Break free from domestic abuse

Benefits

A generous package including 34 days holiday per year inclusive of bank holidays (FTE), extra holidays, for long service

Life assurance benefit

365 days a year Employee Assistance Programme

EAP

Employee pension scheme with 5% employer contribution (after 3 months of employment)

Cycle2work Scheme

Electric Car Scheme

Wellbeing Champions

Professional and Personal Development

Monthly Employee Recognition



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Role Description

Title:	Independent Domestic Violence Advocate (IDVA)
Area:	IDVA Team
Reporting to:	IDVA Team Leader <i>All paid members of staff are accountable to the CEO, and ultimately the Trustees of TDAS</i>
Place of work:	Safe in Salford – Hybrid working – office based 2 days per week
Hours of work:	30 hours per week
Salary/Scale:	Starting: £23,390 (£28,848 FTE)
Main Purpose of Role	<p>To provide a specialist trauma-informed support service for those individuals who are homeless/at risk of homelessness working with multiple agencies supporting their multiple needs. The Post holder will work collaboratively with partners to provide expert advice for individuals in refuge, temporary and supported accommodation. Educating agencies involved with the individual to ensure they receive the right response and are not re-traumatised is also a key part of the role.</p> <p>You will work as part of a skilled, multi-disciplinary staff team and must be approachable and highly motivated in supporting and encouraging people experiencing domestic violence/abuse to make informed choices in order to determine their own future. You will ensure the provision of support and advocacy services to service users who are experiencing or have experienced Domestic Abuse. Assessing the risk a service user is in and delivering a service appropriate to the level of risk.</p>
General Duties and Responsibilities	<ul style="list-style-type: none">• Work with the Chief Executive Officer and other staff members to promote and support the development of TDAS.• To adhere to TDAS Code of Conduct at all times.• To attend staff meetings when required• To work in line with, and follow, the policies and procedures of Safe in Salford and TDAS.• To ensure that all policies and procedures are implemented and promoted by staff.• To actively promote diversity in the organisation.• To act as an ambassador for and represent the TDAS at external functions.• To represent TDAS on local and regional forums.• To build positive relationships and partnerships with key local agencies• To embody TDAS's values and act as a role model.• To participate actively in the management team, contributing to the strategic development of the organisation.• To undertake any other duties as may be deemed consistent with the requirements of the post. <p><i>This post is subject to DBS disclosure scheme</i></p>

Main Duties and Responsibilities

- Provide a person centred, outreach service to adults who are presenting as high risk and in addition are or could be at risk of becoming homeless. This could be via face to face, telephone or other digital means
- Partnership with housing (homelessness & housing options team) to provide a advice to housing staff supporting adults who are presenting with housing needs as a result of domestic abuse.
- Provide trauma-informed interventions and relapse prevention methods for those at risk of homelessness, with the greater complexity of need and a history of trauma
- To liaise with MARAC agencies to promote Safe in Salford service offer and encourage referrals/self referrals.
- To decide on the most appropriate method of offering support to service users in accordance with MARAC policy and within the resources available
- To assess the risk the service user is in using the SafeLives DASH Risk Indicator Checklist and ensure that the delivery of the IDVA service is appropriate to this level of risk and to notify the Senior IDVA of any risks identified.
- Participate in the Multi-Agency Risk Assessment Conference framework: refer service users to, attend and participate in meetings and follow up actions agreed in the MARAC
- Carry out assessment and safety planning procedures with service users and deliver a service appropriate to the identified level of risk.
- Hold and manage a case load as agreed with the Service Manager
- Complete initial support and safety/risk assessments for all service users and ensure these are monitored and reviewed on each contact
- To keep accurate, factual and appropriate daily recordings and record these on the case management system in a timely and professional manner
- To offer practical and emotional support to service users
- To ensure standard and effectiveness of work with service users is consistent and of high quality
- Support the Service manager on reporting and delivery of Outcomes as highlighted in funders requirements.
- Liaise and work in conjunction with key agencies ensuring that multi-agency work is undertaken as part of the process involved in the assessment and delivery of services provided to adults.
- Access regular feedback from service users to ensure the continued improvement of services and support offered to children and young people by Safe in Salford.
- To deliver awareness raising sessions to the public on domestic abuse and its effects on families
- To plan and manage own workload working on own initiative, often in times of crisis
- To be aware of, implement and keep up to date with Child Protection/Safeguarding Procedures in accordance with TDAS, Safe in Salford and Salford City's Child Protection/Safeguarding policies and procedures.
- To ensure regular health and safety procedures including risk assessments are completed where appropriate
- Work in partnership with adults, families, staff, statutory, voluntary and community organisations to promote the welfare and wellbeing of all adults and families supported by Safe in Salford.



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Person Specification

Essential Experience	How Assessed A = Application I = Interview
(1) Minimum of 12 months experience of working with adults identified as high risk in a domestic abuse setting	A
(2) Experience of working with adults in a crisis situation, demonstrating strong crisis management skills and ability to cope under pressure.	A & I

You are required to have excellent understanding of:

Essential Understanding	How Assessed A = Application I = Interview
(3) Knowledge and understanding of the effects of domestic abuse on adults, children and young people and relevant legislation	A & I
(5) In depth understanding of adults and child protection	A & I
(6) Equality issues and marginalisation of various groups and communities	A
(7) The roles and responsibilities of statutory organisations in relation to DA	A
(8) Working knowledge of all relevant Policy and Procedures e.g. risk assessment, support planning and delivery of person centred services, Health & Safety requirements	A & I
(9) Knowledge of appropriate assessments related to supporting adults	A & I

Person Specification

You are required to be able to demonstrate that you have:

Essential Skills	How Assessed A = Application I = Interview
(10) Ability to deliver high standard of service provisions to all users and stakeholders and commitment to continuous improvement	A & I
(11) Excellent written, verbal and interpersonal communication skills	A & I
(12) Ability to work as part of a team	A & I
(13) Ability to work under own initiative	A
(14) Good numeracy skills and literacy skills	A

Desirable Skill	How Assessed A = Application I = Interview
(16) Ability to use IT to record case notes and reports	A
(17) Understanding and knowledge of principles of undertaking risk assessment, support planning and delivery of services.	A & I

Person Specification

You are required to be able to demonstrate that you have:


Essential Qualifications/Professional Membership	How Assessed A = Application I = Interview
(18) NNEB/NVQ level 3 or equivalent qualification in Domestic Abuse, Social Care, Teaching or similar	A
Desirable Qualifications/Professional Membership	
(19) Safelives IDVA Qualification or equivalent	A

You are required to be able to demonstrate you:

Essential Personal Qualities & Competencies	How Assessed A = Application I = Interview
(20) Have values consistent with those of TDAS	A & I
(21) Will act with integrity and respect when interacting with service users, employees, agencies and individuals	I
(22) Are committed to upholding TDAS's policies and procedures	A
(23) A commitment to diversity and working in an anti- discriminatory way	I
(24) Ability to maintain professional boundaries at all times	A

Additional Requirements

- The post holder will be required to liaise with TDAS Chief Executive Officer, Director of Operations, other TDAS Staff, TDAS Board of Trustees, Statutory, Voluntary and Community Organisations and other professionals.
- There will be a requirement for attendance at some Board Meetings, Professional Meetings and training sessions as and when directed by the Chief Executive Officer, Director of Operations and the Board of Trustees.

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How to Apply

To apply for this position it is essential that you have or are working towards the necessary qualifications outlined in the person specification.

This post is subject to an enhanced DBS.

Applicants with minimum qualifications and experience will only be considered. Due to the requirements of the role, we are requesting that female only applicants apply. Please do not send CVs, as they will not be processed.

No agencies please.

For further information please contact hayley.jones@tdas.org.uk Tel: 0161 872 7368

Applicants are welcome to submit a video application instead of a written one, if preferred

An application form is available to download below



[Application Form](#)

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