My Sisters Place

Recruitment and Information Pack

CYP

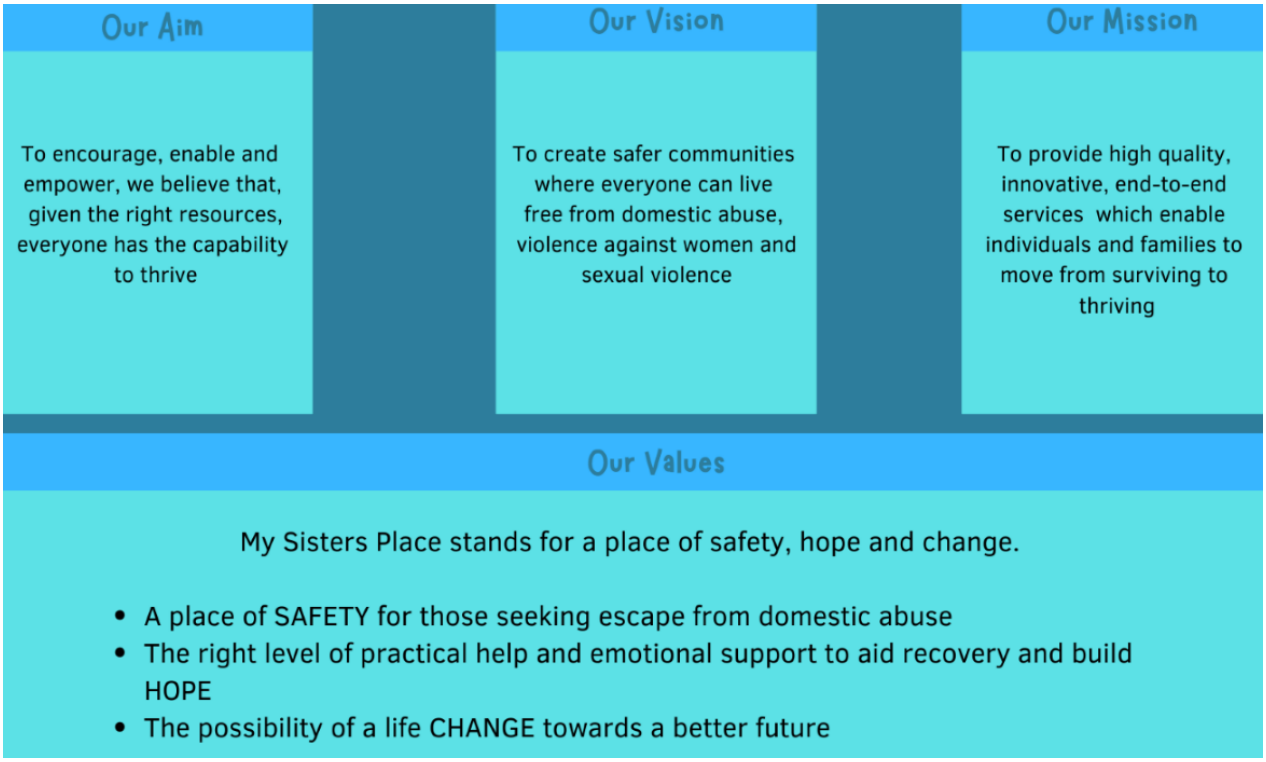
Independent Domestic Violence Advocate (IDVA)

Who are We?

My Sister's Place is an independent specialist domestic abuse service based in Middlesbrough that has been in operation since 2002. We are a feminist organisation with 24 years' experience in the Violence Against Women and Girls (VAWG) sector. We currently hold both Women's Aid and Safe Lives Leading Lights accreditations.

My Sister's Place support survivors of all ages and genders who are currently experiencing, or have previously experienced, domestic abuse. We offer holistic, therapeutic and practical interventions with a needs-led, trauma informed approach. Our vision is to create safer communities where everyone can live free from domestic abuse and sexual violence.

We offer a confidential women-only space in our office on Borough Road.



Our Purpose

- To deliver accessible, responsive, adaptable and effective services that are informed and evaluated by service user's experiences promoting individual freedom and quality of life.
- To explore new and innovative ways to address domestic violence issues with a range of partners and share best practice locally.
- To challenge inequality in access to safety, justice, health and well-being and campaign for change to shape future policy and practice.
- To work with the wider community through education and community involvement to create a cultural shift in a zero tolerance of domestic abuse and better equip families to protect one another.

Employment Opportunity

CYP Independent Domestic Violence Advocate

Hours: Full Time 37 Hours per week
Salary: **£27,852 (Pay Review - Mar 27)**
Contract: **Maternity Leave Cover for 1 Year**
Location: 123 Borough Road, Middlesbrough, TS1 3AN

Core service hours are Monday-Friday, you may be required to provide out of service hours delivery on occasions to overcome barriers for survivors to accessing support.

My Sister's Place require a CYP Independent Domestic Violence Advocate (IDVA). Based in central Middlesbrough, we provide specialist services to increase the safety of survivors of domestic abuse and their children.

This is a front-line post in a crisis intervention service that is fast paced, and you will need excellent personal communication skills to support people with a wide range of needs who access the service. We need a compassionate, empathic and highly organised person used to dealing with a range of sensitive issues and confidential information whilst working under pressure.

Closing Date for Applications: **Friday 11th December 2026 at 5pm**
Late applications will not be accepted

Interviews dates to be confirmed

As a women only space, this post is only open to female applicants; The Occupational Requirement (Equality Act 2010, Schedule 9, Part 1) applies to this post.

If you would like to know more about our work, see www.mysistersplace.org.uk

Application process: **Application form to be sent to recruitment@mysistersplace.co.uk**

If have any additional questions about the role and application, please contact Chief Operating Officer/ Director of Services Lynsey Gibson: lynsey.gibson@mysistersplace.co.uk

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

Job Description

JOB TITLE: **CYP Independent Domestic Violence Advocate (IDVA)**

RESPONSIBLE TO: **Team Leader**

JOB PURPOSE: **To provide a high quality, pro-active service to victims of domestic abuse within a multi-agency framework addressing risk and meeting identified needs.**

Specific Responsibilities

- To undertake risk assessments and risk manage cases identified as a priority.
- To provide flexible crisis support service to teenage victims experiencing, or who have experienced domestic abuse (including harmful coercive behaviour and sexual exploitation) in a way which demonstrates respect and understanding for their individual circumstances with the aim of increasing their safety and that of their children, enabling them to increase their understanding of domestic violence and its effects and to make informed choices for their future
- To act as an advocate on behalf of the victim where appropriate, including writing letters or reports, and accompanying victims to outside agencies e.g. housing departments, social services, solicitors, crown prosecution service, civil & criminal courts, taking into account personal safety and complying with Health and Safety and Equal Opportunities legislation and procedures at all times.
- To protect and promote the rights of young people who have witnessed or been subject to domestic violence.
- To empower and enable young people to have a voice by providing information, advice, support and advocacy.
- To facilitate regular group meetings and the development of a young person's forum to increase awareness of their needs in order to influence future service provision.

- To assist in the development and delivery of groups and programmes to support children and young people affected by domestic abuse, and those young adults at risk of becoming perpetrators or victims in their own relationship.
- To assist in the development of peer support opportunities and positive activities for young people.
- To work in schools delivering sessions that raise awareness of the impact of DA and Healthy Relationships

Person Specification: CYP Independent Domestic Violence Advocate

	Training & Qualifications	Essential	Desirable
1	A relevant qualification in working with Children and Young People	✓	
	Experience & Knowledge		
2	Experience of working with children and young people.	✓	
3	A proven ability to develop positive and empowering relationships and to motivate and enthuse disaffected/excluded young people.	✓	
4	A commitment to equality and diversity in all aspects of practice	✓	
5	Excellent interpersonal and communication skills	✓	
6	Experience of different methods of communicating with children and young people.	✓	
7	Knowledge and experience of child protection issues and the far-reaching implications	✓	
8	Negotiation, liaison and mediation skills	✓	
9	Knowledge of organisational systems – including competent use of IT systems.	✓	
10	Experience of multi-agency working.	✓	
11	Knowledge/understanding of the effects of domestic abuse on young people.	✓	
12	Experience of delivering presentations to multi-agency teams.	✓	
13	Experience of planning and delivering group activities, monitoring outcomes and evaluating provision.	✓	
14	Experience of writing comprehensive reports	✓	
15	An understanding of the relevant socio-economic conditions in the local area	✓	
16	Experience of working with volunteers and/or student social workers.	✓	
	Skills and Abilities		
17	Good interpersonal communication and organisational skills.	✓	

18	Good analytical and report writing skill	✓	
19	Enthusiastic, self motivated approach with ability to think creatively and apply initiative.	✓	
20	To work constructively as part of a team	✓	
21	To work under the constraints of confidentiality.	✓	
22	Ability to manage time effectively and working under pressure and to tight deadlines whilst maintaining the highest standards of work.	✓	
23	Willingness to work outside ordinary office hours as and when required	✓	
24	Creativity and the ability to generate ideas and contribute to continuous improvement.	✓	
25	Holds a full, clean driving licence and has access to transport.	✓	
Personal Qualities			
26	An enthusiastic and positive approach to your work	✓	
27	Friendly personality with sense of humour	✓	
28	Flexibility.	✓	
29	Commitment to the principles of equal opportunity and empowerment of individuals.	✓	
30	Ability to use common sense and provide solutions.	✓	
31	Non-judgemental attitude	✓	

My Sister's Place Employment Benefits

Annual Leave
All staff commence their employment with 26 days annual leave plus bank holidays (pro rata for part time employees).

In the leave year following 2 year's service you will receive an extra day's leave each year (up to a maximum of 30 days).

Pension Scheme
All employees are automatically enrolled into the company pension scheme. However, employees are able to 'opt out' of the scheme should they not wish to take part in the scheme.

Sick Pay
We operate a contractual sick pay scheme.

Eye Tests
The organisation will pay for an eye test and partial costs for spectacles for employees where VDU use is an essential part of their work and where vision impairment meets certain criteria.

Birthday Benefit
My Sisters Place operate a Birthday Benefit Policy where you are given a day off work on your Birthday

Probationary Period
All new staff are subject to a 3-month probationary period.

Internal development and progression
The organisation supports internal staff development and progression, and encourages both internal and external training oppertunities.