Recruitment Profile

Post number	12291
Position title	DAAS Independent Domestic Abuse Advocate
Grade	8A
Department	People
Location	Langlee Public Protection Unit
Salary/Rate of Pay	£29680.45 - £32206.25 per annum
Hours of work	28
Weeks per year	52.1428
Number of staff responsible for	0
Reports to post number	DAAS Service Manager
Registration requirements	None
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category C1E
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Children & Protected Adults
Political restrictions	No
Role profile number	CAS 6A
Business World post status	Permanent
Work pattern	Week days 7hrs Tuesday/Wednesday/Thursday/Friday
Vacancy number	SBO09278
Closing date	25/08/2025

Role purpose
To provide a pro-active domestic abuse advocacy service, by telephone and face to face contact that offers short to medium term support for high risk victims of domestic abuse though risk assessment, safety planning and advocacy. This will include supporting survivors engaged in the court process. DAAS service sits within a Public Protection Services structure and also provides a multi-agency response to risk management.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Professional qualification in a related field, such as social work, education, health, criminal justice, housing or probation studies and/ or an equivalent level/range of experience gained in a specialist sector A current driving licence and use of a	Evidence of domestic abuse training or other training on wider Violence Against Women issues. Evidence of specialist advocacy training e.g. PDA in Domestic Abuse Advocacy (IDAA qualification) or a willingness to work towards this

	vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	
Skills, knowledge and competences	Knowledge of the impact of domestic abuse on victims and children. • Understanding of child protection issues and legal responsibilities. • Understanding the principles of risk assessment, safety planning and risk management for victims of domestic abuse and their children. • Good communication skills: written and verbal and effective negotiation skills • Ability to maintain professional boundaries. • Computer literate. • Ability and willingness to work in partnership with statutory and voluntary partners, in particular other Public Protection Services. • Understand the remits and resources of relevant statutory bodies and voluntary agencies. • Understand and be committed to equal opportunities and diversity issues in policy and practice	Knowledge and understanding of databases. Planning and delivery of training sessions. Knowledge and understanding of service monitoring and evaluation. Experience of service user involvement/participation.
Experience	Working with victims of domestic abuse and/or their children. • Managing a caseload. • Working within and across multi-disciplinary teams and associated legislative framework. • Experience of the welfare benefits system, housing/tenancy/residency rights, health and social services relevant to the advocacy function. • The prevention of homelessness and	Understanding of the role of key partner agencies in formulating a multi-agency response to domestic abuse. • Experience of working with other forms of VAW e.g. forced marriage or honour based violence. • Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children.

	maintenance of financial inclusion. • Experience of adult and child protection guidelines and legislation.	• Experience of working with vulnerable people to gather service user feedback. • Experience of supporting clients through telephone and outreach including the court process. • Experience of working within an advocacy environment.
Other	• Ability to work as part of a team. • Be compassionate and empathetic to your client's situation. • Show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with. • Act with integrity and respect when working with all clients, agencies and individuals. • Work flexibly as part of a team. • Be optimistic about the possibility of personal growth and change. • Motivate individuals and agencies to move through courses of action and decision making processes	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Recruitment Profile

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions
Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment

are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.