Person Specification

Job Title	Lead Advocate		
Section	ASSIST and Domestic Abuse Services	**Date Reviewed**	April 2023

Attribute	Essential Criteria	Assessment Method	Desirable Criteria	Assessment Method
Education, Training and Qualifications	• Relevant qualification e.g. higher education or equivalent, a professional qualification or counselling qualification.	**Application Form**	• Completion of IDAA training.	**Application Form**
Experience	• Previous experience of providing a direct service to abuse victims/survivors, including crisis intervention, assessment of risk, safety planning, multi-agency advocacy, support and information. • Previous experience of liaising with a range of partner agencies and advocating on service users' behalf. • Previous experience of using counselling skills when supporting victims/survivors of abuse.	**Application Form + Interview**	• Previous experience of leading or supporting staff teams. • Previous experience of co-ordinating workload and/or staff rotas.	**Application Form + Interview**
Knowledge	• Demonstrate an understanding of the dynamics, impact and scale of domestic abuse and other forms of gender based violence. • Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to gender based violence. • Demonstrate an understanding of current legislation, policy initiatives and best practice in relation to child protection. • Demonstrate an understanding of and commitment to equal opportunities and anti-discriminatory practice. • Demonstrate an understanding of the skills required for supporting victims/survivors of abuse over the telephone compared with face to face.	**Application Form + Interview**	• Demonstrate an understanding of reflective practice.	**Application Form + Interview**
Skills and Competencies	• Demonstrate excellent organisational skills, including the ability to prioritise under pressure and to work to tight deadlines. • Demonstrate ability to anticipate problems and identify solutions to avoid problems. • Demonstrate a non-judgmental and empathetic approach. • Demonstrate ability to use active listening skills and open ended questions to ensure complex issues are understood. • Demonstrate ability to manage change and new ways of working.	**Application Form + Interview**		

	• Demonstrate ability to take a positive approach to change and communicate this to staff. • Demonstrate ability to provide direction and motivation to teams and understands team dynamics. • Demonstrate ability to work on own initiative. • Demonstrate excellent written and verbal skills. • Demonstrate ability to manage personal wellbeing in a challenging work environment. • Demonstrate ability to recognise and maintain professional boundaries. • Demonstrate a thorough understanding of Microsoft Office (e.g. Word, Excel, PowerPoint).			
Job Requirements	• Demonstrate ability to meet current ASSIST opening hours of 9am to 5pm Monday to Friday. • Demonstrate ability to work outwith normal working hours including weekends and public holidays. • Non-Police Personnel Vetting Level 2	**Application Form + Interview**		