**JOB DESCRIPTION – FEMALE[[1]](#footnote-1) DOMESTIC ABUSE PROJECT WORKER**

**The candidate will be passionate about supporting survivors of domestic violence and abuse and wants to play a pivotal role in helping victims at the point of crisis. You will be working as part of a collaborative and passionate team, all dedicated to helping women feel seen, heard, and understood.**

**Whilst experience and knowledge of domestic abuse is a benefit it is not essential - it is more important to us that we find the right person who can truly support and guide our clients.**

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| PART TIME: 20 Hours per week (we will consider any hours from 14hrs-20hrs per week) **CONTRACT END DATE: August 31st 2026** | SALARY: £24,000 pro rata |
| POST TITLE: DOMESTIC ABUSE PROJECT WORKER |
| Location: Portsmouth and Southampton |
| **This role comprises of two parts**  **Part One - DVA Car™ shifts:**   1. To provide an out-of-hours, face-to-face crisis response to incidents of domestic violence working alongside police officers from Hampshire Constabulary   Friday or Saturday night: 17.00hrs – 03.00hrs  **Part Two** - **Day shifts:**   1. To work office or home-based completing follow-on referral work from the above and support with the day to day running of the office.   Monday – 5hrs (between the hours of 8am -5pm)  One other weekday – 5hrs (between the hours of 8am -5pm)  **CORE DUTIES INCLUDE:**   * DVA Car™ shifts – you will be based at a police station and partnered with a police officer. You will attend police call outs. You will support victims/survivorswho are experiencing domestic abuse offering independent, face-to-face support at the time of incident alongside officers from Hampshire constabulary. * Undertake the allocation of onward referrals ensuring each survivor receives the appropriate service individual to their needs, to help keep them and any children safe. * Maintain accurate and confidential case management records via on online database. * Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work. * Day shifts - Speaking with victims and risk assessing/safety planning, making appropriate onward referrals. | |
| **Organisation**  Aurora New Dawn is managed by the Chief Executive Officer    The line management of this post is undertaken by the Director of Operations and Services.  The service is Registered Charity and has a board of trustees and a full constitution to adhere to. | |
| **Corporate Responsibilities**   1. The above range of duties and responsibilities is not exhaustive: post holders will be expected to perform work of a similar level and responsibility when requested to do so. 2. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice. 3. Observe duty to all Health and Safety rules and take all reasonable care to promote the health and safety of yourself and others. 4. Act in a way that supports and promotes Aurora New Dawn’s Equal Opportunities Policy, which aims to ensure everyone has equal treatment and equal access to employment and services. 5. Contribute to Best value by working in an effective, efficient, and economic way, and to suggest and implement improved ways of working wherever possible. | |
| **IT Security**  All staff must strictly adhere to current Aurora New Dawn policy on IT security as instructed by Chief Executive. Any breach of this policy could invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal. | |
| **Confidentiality of Information**  Any information which staff have access to as a result of their employment with Aurora New Dawn must be regarded as confidential and must not under any circumstances be divulged to a third party without the appropriate authority (not even to relatives or close friends). If it is found that a member of staff has divulged such information, it may be appropriate to invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal. All staff must be vigilant and careful to ensure that all information which they have access to remains confidential.  **Customer Service**  All Aurora New Dawn employees must be committed to Customer Service with both internal and external clients. It is essential to maintain a high level of competence in this area. | |

**PERSON SPECIFICATION – FEMALE1 DOMESTIC ABUSE PROJECT WORKER**

**We are looking for someone who is passionate about supporting survivors of domestic abuse and who has a caring and empathetic nature. Whilst experience and knowledge of domestic abuse is a benefit it is not essential as we are looking for the right person who can best support our clients.**

1. **KNOWLEDGE, SKILLS, AND ABILITIES**

**The successful candidate will have the following:**

* Good communication both written and verbal.
* An understanding of and commitment to equal opportunities and diversity issues.
* Computer literacy skills.
* Ability to travel locally. **Please note due to the nature of the post all applicants must have access to their own vehicle and possess a full, clean UK driving licence.**
* An ability to work flexible hours.

**It will be a benefit (but not essential) if the candidate has the following:**

* An understanding of domestic abuse including the impact of domestic abuse on victims and their children.
* Some knowledge of civil and criminal justice remedies for victims of domestic abuse and their children.
* Some knowledge of the support available within Hampshire for those experiencing domestic abuse and their children.
* An understanding of child protection issues, and the legal responsibilities surrounding these issues.
* Strong crisis management skills and the ability to deal with stressful and difficult situations.

1. **EXPERIENCE**

**It will be a benefit (but not essential) if the candidate has the following:**

* Working with people experiencing domestic abuse, whether in a paid or voluntary capacity
* Working with other agencies in partnership, whether statutory or voluntary.

1. **PERSONAL QUALITIES, ATTITUDE AND PRESENTATION**

**The successful candidate will be able to demonstrate:**

* A commitment to a feminist ethos.
* A compassionate and empathetic approach.
* An ability to think creatively, show initiative and be proactive.
* Ability to remain calm in high-pressure and/or crisis situations.
* That you can critically assess own performance and reflect on own practice.
* That you are consistent and flexible: able to deal with changing and competing demands.
* A commitment to anti-discriminatory practice

**DBS Disclosure at Enhanced level will be required prior to any offer of employment.**

**Police Vetting will be required on acceptance of employment.**

**This post is exempt from the Rehabilitation of Offenders Act 1974**

1. \* In accordance with schedule 9 (Part 1) of the Equality Act 2010 [↑](#footnote-ref-1)