

JOB DESCRIPTION



Job Title: Children & Young Peoples Independent Domestic Violence Advisor (CIDVA)	Service Area: Across CYPS	
Directorate: Children's Services	Post Number: Various	Evaluation Number: 7596
Grade: PO1	Date last updated: May 2025	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

OVERALL PURPOSE OF JOB

1. To offer a direct response offer to tackle domestic abuse (DA) experienced by children and young people across and early intervention approach, intensive support for children and young people under the age of 25.
2. Provide support to children and young people who have been victims of abuse, assaulted and/or abused by a peer, parent or close family member, or witnessed abuse.
3. Deliver an intensive, 12-week intervention through a trauma-responsive, child-centred approach lens, working with children and young people in the spaces and places where 'they-are-at'.

4. Ensure all children and young people have a voice across understanding their experience, what has happened to them and will be instrumental in directing the work programme across a support offer that is relevant to them.
5. Take the lead in managing positive interventions that prevent deterioration in health and wellbeing whilst safeguarding children and young people at risk of abuse or neglect.
6. To contribute to and support the Newham Together Vision including the implementation of our Strategic Improvement Plan for Children's Services; the Children and Young People's plan and Domestic Abuse Delivery Model Action Plan.
7. Increase feelings of safety for children and young people by delivering one-to-one interventions to children and young people, as well as make referrals to other appropriate agencies (both statutory or non-statutory), provide coaching, child-focused workshops and deliver training across healthy relationships.
8. Provide support to other practitioners who are working directly with high-risk, children and young people (including in partner agencies and VCFS) to shape and deliver a relational and trauma-informed programme of structured support that will help children and young people.
9. To be an active member of the team, to work collaboratively with colleagues and external stakeholders to achieve our service plans and priorities around Domestic Abuse.
10. To champion our priorities and obsessions to improve the lives of children, families and care leavers, contribute to workforce development and advocate for young people with agencies.
11. To work therapeutically with children and young people using creative engagement techniques.

QUALITY ASSURANCE

Quality Assurance is an integral part of the Children's Social Services departmental mission to deliver service quality, equality and partnership. All members of staff are responsible for operating and promoting the development of quality standards and procedures, and actively improving the quality of services over time.

JOB CONTEXT

1. The post holder reports, and is accountable, to the Line Manager of the team.
2. The post holder holds a caseload of complex cases, with particular focus on domestic abuse, working alongside Social Workers and Team Managers.

3. The post holder will have regular contact with children, young people, parents and carers and the wider personal and professional network that supports children, families and carers.
4. The post holder is not required to manage a budget.
5. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service and on call requirements.

ACCOUNTABILITIES – Children & Young Peoples Independent Domestic Violence Advisor

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To hold a caseload of children and young people and undertake need and risk assessments, as well as advocating child/young person's voice and needs.
2. Develop tailored support and recovery plans for children and young people who have experienced domestic abuse to enable them to cope, understand and recover from their experiences.
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4. To attend meetings linked to the children which include MARAC, CIN (Child in Need) and Team Around the Family (TAF) meetings.
5. To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice
6. To ensure relevant databases are kept up to date with case notes and accurate recordings that are timely and to the agreed standards.
7. To engage in and promote reflective supervision in line with the Newham Supervision Framework
8. To support the Line Manager facilitating regular group supervision that is restorative, relational and systemic in approach.
9. To deliver a very high standard of holistic support that promotes lasting change for children and young people – using methods that encourage engagement, including face to face, online meetings and direct messaging.
10. To work collaboratively and raise the profile of Newham's obsession with supporting children impacted by DA.

11. To adhere to legislation, practice standards and procedures and to contribute to the development and review of these standards. To act in a way that protects the reputation of the Local Authority, whilst always privileging the best interests of children. To immediately, alert relevant managers in the system to any issues that may leave children at risk or place the council at reputational risk.
12. To establish and maintain strong partnerships with multiagency partners to deliver effective support for children, young people and families with child safeguarding and /or corporate parenting needs. This includes responding promptly to concerns raised by internal and external stakeholders about individual children and team wide issues.
13. To develop plans for intervention with children and families that are outcome focused, based on assessed needs and include contingency plans that utilise the family's support network as much as possible and are reviewed in accordance with need and within statutory timeframes.
14. To work out and about in the community, visiting children, families and carers in the places they live and supporting community engagement.
15. To be accountable for the progress of agreed key performance indicators within your caseload and scope of responsibility providing regular and reliable management information and the analysis to inform continuous learning.
16. To promote and engage in a strong culture of learning and development by enrolling and engaging in regular quality assurance activities, training and learning opportunities; identifying and leading opportunities to share professional practice and experience with other colleagues, students and professionals
17. To undertake other duties that may be required from time to time.

Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

Personal Specification

Job Title: Children and Young Peoples Independent Domestic Violence Advisor (CIDVA)	Service Area Service specific	
Directorate: Children's Service	Post Number: TBC	Evaluation Number:
Grade: P01	Date last updated: MAY 2025	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that, you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
QUALIFICATIONS:	Application Form

<ul style="list-style-type: none"> • An appropriate relevant qualification, such as a Safe Lives IDVA qualification, or a Social Work qualification. • Significant, relevant post-qualifying experience working with children and their parents/carers within a safeguarding context. • Develop tailored support and recovery plans for children and young people who have experienced domestic abuse to enable them to cope, understand and recover from their experiences. 	<p>Application Form</p> <p>Application Form</p>
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • A level of knowledge that meets the requirements of the DfE Knowledge and Skills Statement for Child and Family Practitioners. • Accountable for ensuring the highest professional standards and professional conduct. • Extensive knowledge of Domestic Abuse Legislative and statutory guidance. • Extensive knowledge of national and local VAWG strategies and policies. • The ability to interpret data to maximise individual performance and an understanding of its relevance to achieving best outcomes for children. • Knowledge and awareness of the issues relating to communities from different ethnic and cultural backgrounds and Equal Opportunities. • Understanding and knowledge of the workings of local government including its legal, financial social and political context, the current issues faced in a multi-cultural area and the ability to translate them into service requirements. 	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>

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<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience of delivering high quality interventions to vulnerable children and families with particular emphasis on the service specific area of the role applied for. • Experience of co-working a range of complex cases and ability to take a lead role in resolving issues. • Experience of effective advocacy work and representation of the council in all forums including court and panels. • Experience of working with children, young people and families, including up to date knowledge and experience of safeguarding issues, risk management and procedures. • To have an understanding of the principles of risk assessment, safety planning and risk management for victims of DA and their children. • Experience of working with residents and service users to improve outcomes for children • Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes. • Experience of, or having a willingness to undertake training in, using relational and systemic practice 	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>
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<p>SKILLS AND ABILITIES</p>	
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<ul style="list-style-type: none"> • High level relationship and communication skills with children and families, inter and intra agency colleagues, supervisees and senior managers that improve outcomes for children. • Highly able to gather information in a timely and effective way so as to inform judgement for interventions including in crises, and in response to challenge, • Highly able to carry out risk assessments, manage risk, including in more complex cases, and support other to develop risk management skills. • High level report writing and record keeping skills. Computer literacy skills necessary to work with information management systems and produce good quality data in a variety of formats. The ability to work with word processing packages at a speed commensurate with the responsibilities of the role. • Highly able to deliver relationship based IDVA work that improves outcomes for children. • Highly able to hold accountability for child and family social work practice and its impact on the lives of Newham children • Highly able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach • Highly able to use and apply data and management information to achieve continuous improvement 	<p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p>
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<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Commitment to the provision of a quality family intervention, which safeguards, effects change and promotes equality and partnership with children and parents. • Commitment to upholding and respecting children's' rights, views and feelings. • Commitment to challenge discrimination based on race, gender, religion, sexual orientation or disability. • Willingness and ability to work occasional evenings and weekends to maintain service delivery. • This post is subject to an enhanced DBS check. • This post is exempt from The Rehabilitation of Offenders Act (1974). 	<p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview</p> <p>Satisfactory clearance at conditional offer stage.</p> <p>Satisfactory clearance at conditional offer stage.</p>
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