

<b>Job Title:</b>	<b>Military IDVA (Training Specialism)</b>
<b>Responsible to:</b>	Service Manager
<b>Responsible for:</b>	No direct line management responsibilities, but will provide mentoring for volunteers, students and Experts by Experience.

<b>Hours:</b>	37 hours per week
<b>Salary:</b>	£26,742 - £28,742
<b>Location:</b>	Wiltshire
<b>Holiday Entitlement:</b>	28 days plus bank holidays
<b>Pension:</b>	Group personal pension plan, with employer contribution of up to 4%

<b>General Description:</b>	<p>FearFree delivers services across the Southwest for victims, children and perpetrators of domestic abuse, sexual violence and stalking with the aim to break the cycle of abuse and support all to live free from fear. We provide trauma responsive support, and this post will be fundamental to ensuring service users, stakeholders and partners experience this in our daily delivery.</p> <p>Open Doors is our Armed Forces Covenant Trust training programme for the military around understanding domestic abuse, sexual violence and stalking, with a focus on those who cause harm. The programme supports military leaders and medical personnel to identify harmful behaviours, hold early conversations and refer to the right specialist support if needed.</p> <p>This varied and rewarding role involves delivering training to large groups of military and medical personnel, as well as providing trauma responsive advice and support to military partners. Additionally, you will be working as part of our wider IDVA team, and will hold your own caseload of high-risk support to victims, whilst working alongside behaviour change practitioners delivering interventions to those who harm.</p> <p>FearFree is committed to flexible and hybrid working and this role will be a mix of home based and office based, alongside requiring travel for multi-agency meetings and other deliverables.</p> <p>This role is a fixed term position until 30<sup>th</sup> September 2027 and may include evening and weekend work when required.</p>
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## **Key Responsibilities**

### **Training Delivery**

- Deliver our high-quality 'Free from Fear' Armed Forces Covenant Trust funded training programme for military leaders, focused on identifying and supporting personnel who are causing harm in their relationships.
- Demonstrate confidence and ability in public speaking and delivering content to a large and varied audience across the armed forces.
- Offer advice, guidance and emotional and practical support to leadership roles, including medical staff, to identify and appropriately manage persons causing harm using a trauma-informed approach.
- Confident delivering interactive face-to-face, online and blended training sessions.
- Able to recognise how to adapt content for different audiences (staff, volunteers, peer mentors, partner agencies).
- To use inclusive, trauma-informed and accessible learning methods.
- Able to manage group dynamics, emotional material, and challenging conversations.
- Co-facilitating sessions with people with lived experience where appropriate.

### **Working with Vulnerable People and Risk Management**

- Provide a trauma-responsive service to individuals of all ages and risk levels who have been affected by domestic abuse, sexual violence and stalking including those with harmful behaviors.
- Demonstrate specialist knowledge of domestic abuse, sexual violence, stalking and behaviour change including the associated risks to victims, perpetrators, and the wider family unit.
- Offer advice, guidance, and emotional and practical support to individuals of all ages and risk levels affected by domestic abuse, sexual violence and stalking.
- Support people seeking our support with military backgrounds using knowledge and experience of culture and engagement with the armed forces.
- Assess, manage, review risks to service users, using tools such as the DASH risk assessment, SOAG and RIC. Providing risk reduction and safety planning advice.
- Respond to emergencies and crisis situations, including suicidal ideation and the need to access a place of safety.
- Make safeguarding referrals to appropriate agencies including Children's Social Care, Adult Social Care, mental health crisis teams, and MARAC.
- Work sensitively with service users to share and explain MARAC outcomes and other safeguarding decisions.
- Manage and support service users via telephone of all risk levels in line with service values.
- Safeguard the health and welfare of service users and their families at all times.

### **Team and Multi-Agency Working**

- To be the advisory point of contact for colleagues across all areas of our support offer, and external colleagues across the armed forces and veteran services.
- Offer professional advice and support to multi-agency partners and stakeholders.
- Work closely with statutory and voluntary agencies to enhance safety, support and safeguarding.

- Make referrals to and maintain positive working relationships with external agencies.
- Feedback information related to service users' needs, risk concerns, and trends to the appropriate team manager.
- Support and grow our engagement and contact with the armed forces and veteran communities.
- Support effective team operations with a proactive, flexible approach, including covering for staff absences.

### **Administrative and Operational Duties**

- Provide a responsive support service with high-quality customer care.
- Answer telephone calls, respond to voicemails and referrals, and carry out triage, assessments and action as appropriate.
- Assist with referral processes and early interventions, including contacting other agencies and coordinating appointments.
- Maintain accurate, timely, and confidential written and digital records, including identifying service user needs and risk information.
- Assist with monitoring and evaluation procedures and contribute to the production of reports.

### **General**

- Live and embody the FearFree values.
- Promote the service to external agencies where applicable.
- Give information and support to service users regarding their other needs and refer them to other support services as required.
- Ensure our service is widely accessible – adapting practice as required to suit individuals.
- Work across a large geographical area to ensure locality is not a barrier to accessing services.
- Deliver training and information sessions to promote our service, and increase awareness and understanding of domestic abuse, sexual violence and stalking for victims and those who harm.
- Have a responsibility around safeguarding of both adults and children, maintaining knowledge of appropriate policies and procedures and integrated working.
- Support other agencies in the identification and referral of domestic abuse, sexual violence and stalking issues via promotion of service and institutional advocacy.
- Ensure all referrals are clearly logged on our database and all case records are kept fully updated, according to FearFree policies and procedures.
- Engage with case management supervision, reflective practice and clinical supervision as required, taking an active role in managing own wellbeing and supporting the wellbeing of your colleagues.
- Support colleagues in all services across FearFree as required.
- Support the sustainability of the organisation by participating in fundraising activities and sharing ideas and contacts for income generation.
- To engage in and contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- Undertake all statutory and mandatory training, as required by the organisation.

## **Confidentiality and Data Protection**

All employees must ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.

## **Equality and Diversity**

FearFree is committed to encouraging equality, diversity and inclusion among our workforce and people we support and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society, to be able to meet individual needs and for each employee to feel respected and able to give their best. The role has the responsibility to ensure all duties and responsibilities are carried out in a manner which promotes FearFree Equality, Diversity, and Inclusion policy.

## **Health & Safety**

All individual employees are required to promote a health and safety culture within the workplace, observe all health and safety rules and procedures and attend training courses as required and where appropriate conduct risk assessments e.g. VDU, maternity, lone working, H&S audits, etc.

## **Policies and Procedures**

Responsibility for formulating, updating and monitoring relevant FearFree policies and procedures, updating manuals as and when required, ensuring that support staff have appropriate access to them and record sightings of updates.

All employees need to be aware of all FearFree Support Service's policies and procedures and work within them at all times.

## **Safeguarding / Disclosure and Barring Service**

FearFree is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and bring any concerns (whether in respect of service users or members of staff) to the attention of Safeguarding Leads immediately. This role will require an enhanced DBS check.

**Please note:** This job description is not exhaustive and serves as a guide to the duties and responsibilities of the role. You may be required to undertake other reasonable duties as and when required, in line with the needs of the organisation and the evolving nature of the role.

See overleaf for Person Specification.

## Person Specification

Requirements		Essential (E) / Desirable (D)
<b>Education and qualifications</b>	Good standard of general education	E
	Higher level education or similar/ relevant professional qualifications	D
<b>Experience</b>	Practical experience of working with adults and children and young people with complex or other needs	D
	Experience of working with and providing support to the military and veteran communities	E
	Experience of working with those who commit harm	D
	Experience of working with Quality System Frameworks	D
	Experience of safeguarding children and vulnerable adults and conducting risk assessments	E
	Experience of working on a helpline	D
<b>Knowledge</b>	Have a good understanding of domestic abuse, sexual violence and stalking including the impact on victims and their children	D
	Knowledge and understanding of the issues facing people who have experienced domestic abuse sexual violence and stalking	D
	Understand relevant quality standards	D
	Knowledge and understanding of trauma and trauma symptoms, including within a military context	E
	Understand the principles of risk assessment, safety planning and risk management	E
	Understanding safeguarding issues, and the legal responsibilities surround these issues	E
	Understand and be committed to equal opportunities and diversity issues in policy and practice	E
	Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children	D
<b>Skills and abilities</b>	Ability to plan own workload, manage time effectively and deal with changing and competing demands	E
	Ability to think creatively and show initiative	E
	Ability to communicate with distressed people empathically	E
	Ability to establish and maintain appropriate boundaries when working with people who may be experiencing personal crisis	E
	Ability to establish and maintain professional working relationships with both clients and other professionals	E
	Ability to communicate effectively with a range of professionals	E
	Excellent verbal and written communication skills, including report writing and presentation	E

	Ability to maintain effective administrative and monitoring systems	E
	Ability to work under pressure and to be aware of own needs and take responsibility for self-care	E
	Ability to work in both a one-to-one setting and in a group setting	E
<b>Attitude and presentation</b>	Reliable and trustworthy	E
	Efficient and punctual	E
	Non-judgmental	E
	Willingness to critically assess own performance and reflect on own practice	E
	Understanding of and commitment to equal opportunities	E
	Strong team player – and ability to work both on your own and with others	E
	Anti-Racist and promotes safe and inclusive workplace for all	E