



JOB DESCRIPTION – FEMALE* STALKING ADVOCATE

<p>Aurora New Dawn Job Title: Stalking Advocate</p> <p>1 X FULL TIME POST: 37 hours per week</p> <p>Contract to March 2020. Continuation subject to funding.</p>	<p>Salary:</p> <p>Non Accredited – Grade 7 - £22,221 – 26,276 p.a</p> <p>Accredited* – Grade 8 - - £26,276 – 28,637 p.a</p> <p>*on completion (or prior attainment) of a role-specific accreditation</p>
<p>SECTION <u>Stalking Service</u></p>	<p>LOCATION <u>Portsmouth (with local travel)</u></p>
<p>POST TITLE <u>Female* Stalking Advocate</u></p>	<p>*Genuine occupational Requirement: (Equality Act 2010) applies.</p>
<p>1. JOB PURPOSE</p> <p>To provide practical and emotional support to individuals experiencing stalking in Hampshire, through both face to face and telephone support. Develop individual support plans which address the risk of harm, and offer information, advocacy and sign-posting to clients on a risk and needs-led basis. Work closely with relevant multi-agency partners, including the Hampshire Stalking Clinic, to ensure that client safety is kept central at all times.</p> <p>NB: This post operates across the Hampshire Area and therefore flexibility of location and an ability to travel are essential.</p> <p>Responsible to: Stalking Service Manager</p> <p>MAIN DUTIES</p> <ol style="list-style-type: none"> 1. Take the role of Stalking Advocate within the Aurora Stalking service. Provide specialist, targeted support to individuals experiencing stalking, promoting safety as the central issue and thus reducing the risk of harm. Assess risk through the use of established risk indicator tools, ensuring that this risk is reviewed on a regular basis 2. Give information and support to those experiencing stalking, enabling and empowering them to make positive choices about the options available to them. 3. Provide this service both at time of crisis and in longer term. e.g. safety planning, risk assessing advocacy, support through the criminal justice/civil legal process and liaison with other statutory and voluntary agencies. 4. Attend the Hampshire Stalking clinic. Build and maintain links with the partner agencies in attendance and relevant agencies across the county to safeguard those experiencing stalking. 5. Attend Multi Agency Risk Assessment Conferences and Criminal/Civil Court as required. 6. Have a responsibility around safeguarding of both children and adults maintaining knowledge of appropriate policies and procedures and integrated working. 7. Support other agencies in the identification and referral of stalking issues via promotion of service and institutional advocacy. 8. Manage a caseload in accordance with all organisational policies and procedures 	

9. Keep accurate records of all work done with or on behalf of clients using the organisation's database, and produce reports and data as requested.
10. Contribute to monitoring and evaluation of the service.

Organisation

Aurora New Dawn is managed by the Chief Executive Officer

The line management for this post is undertaken by the Stalking Service Manager

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 economical 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.

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

PERSON SPECIFICATION – AURORA STALKING ADVOCATE

1. KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

It is essential that the post holder has the following:

- A keen interest in working with victims of stalking
- A willingness to work in multi-agency partnerships for the purpose of safeguarding and supporting victims of stalking
- A commitment to continued professional development
- Excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals
- Strong crisis management skills and the ability to deal with stressful and difficult situations
- Computer literacy skills and experience of working with databases
- A willingness to travel locally, and occasionally nationally
- A clean, full UK driving license
- Agreement to go through full non police personnel vetting and occasionally co-locate with Hampshire Constabulary

It is desirable the post holder has the following:

- Experience of case holding
- Knowledge of the Violence Against Women and Girls Sector
- Specialist knowledge around stalking, domestic abuse and sexual violence
- Theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of stalking, domestic abuse and sexual violence
- An understanding of child protection issues, and the legal responsibilities surrounding these issues
- A solid grasp of the principles of risk assessment, safety planning and risk management. Specific knowledge in relation to Stalking risk would be advantageous
- Both an understanding of, and commitment to, equal opportunities and diversity issues in policy and practice

2. QUALIFICATIONS/PROFESSIONAL MEMBERSHIP

- This post does not require a qualification or professional membership
- Applications from those with a relevant degree, demonstrable equivalent experience, a vocational qualification, or a willingness to undertake relevant study will be welcomed

3. PERSONAL QUALITIES, ATTITUDE AND PRESENTATION

You are required to demonstrate:

- A commitment to a feminist ethos
- The ability to remain compassionate and empathetic towards your client's situation at all times
- A non-judgemental and non-directive approach to empowering survivors along with the ability to understand the individual needs of survivors
- The ability to think creatively, show initiative and be proactive when managing your caseload and interacting with your clients and agencies you're working with
- That you act with integrity and respect when working with all clients, agencies and individuals

- The ability to motivate individuals and agencies to move through courses of action and decision-making processes
- That you are able to 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
- That you are reliable and trustworthy
- That you are efficient and punctual
- Ability to travel locally, and occasionally nationally. **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.**

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

Full Police Vetting is an essential requirement of the post and will be required on acceptance of employment. If full Level 3 Police vetting is not obtained your employment can and will be terminated.

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