**SALFORD WOMEN’S AID**

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| **Job title** | **Grade** | **Location** |
| Refuge Worker | £27,803 NJC Local Authority Pay Scale point 18 | Salford |

Note to applicants: Whilst all criterions below are important, those under the “**Essential”** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\*M.O.A.** |
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|  | Have an excellent understanding of DVA including the impact on victims & their children and the legal and practical remedies available to these clients. | A/I |
|  | In depth knowledge of the causes of domestic abuse and the Criminal Justice system. | A/I |
|  | CAADA trained or the equivalent of domestic abuse accredited training. | A |
|  | Excellent verbal communication skills, including presentation and listening skills. | A/I |
|  | Excellent organisational skills including the ability to prioritise own workload and work to deadlines. | A/I |
|  | Experience of dealing with victims of domestic abuse and work with vulnerable people. | A/I |
|  | A good understanding of and personal commitment to equality and diversity in working practices. | A/I |
|  | Understand and demonstrate experience in supporting vulnerable adults and children in abuse situations. | A/I |
|  | The ability to deal with the stress and anxiety of others and to remain calm in stressful situations yourself. | A/I |
|  | Computer literate, familiar with a range of packages including email, monitoring and evaluation systems and use of Office. | A/I |
|  | Understanding of and commitment to the mission and objectives of Salford Women’s Aid. | A/I |
|  | Full driving licence and own car to use for work. | C |
| **Desirable criteria** |  |  |
|  | Excellent organisational skills including the ability to plan and prioritise a demanding workload and work to tight deadlines. | A/I |
|  | The ability to influence others and seek the best outcome for the client. | A/I |
|  | Understanding of and commitment to the mission and objectives of Salford Women’s Aid. | A/I |

YOU MUST MEET ALL THE ESSENTIAL CRITERIA TO BE CONSIDERED FOR INTERVIEW

**Method of assessment (\* M.O.A.) A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test