



MK-ACT (MKWA)

An established charity providing domestic abuse support services within Milton Keynes.

www.mkact.com

We have two exciting opportunity to work for our charity supporting our teams in providing a high quality service as either a Refuge Support Assistant or an IDVA Assistant to support those who experience Domestic Abuse (DA). The roles will be to support either the Refuge or Crisis Intervention Team in their work, ensuring the smooth running of the service. Part of your work and theirs is to empower our clients, keeping the safety of them and their children central to their interventions. We are looking for an individual who is committed to working in a multi-agency setting, which is fast paced. You will be joining our caring, strong and hardworking team.

MK-ACT is an equal opportunities employer committed to quality, equality, diversity and inclusion and welcomes applications from all sections of the community. The ability to speak an additional language, together with a strong understanding of the needs of minoritised communities is also desirable but not essential. This post is subject to safer recruitment procedures and regulations and an enhanced DBS check. Both posts is open to female applicants only under Schedule 9 (Part 1) of the Equality act 2010.

Refuge Support Assistant. Ref: RSA 1

20 Hours per week: £12, 938

Contract: 1 year fixed term contract

Work Pattern: Monday to Friday within our office hours

Based at Milton Keynes refuge

As a Refuge Support Assistant we require you to be very organised supporting the team in their work with clients including administration tasks, taking referrals and supporting clients at appointments. You will have the ability to keep accurate records and data and be able to work to deadlines. You will have a solid understanding of DA and its effects on victims and have experience of undertaking administrative tasks. The post holder will be expected to drive the company vehicles and will require a full clean driving licence.

Independent Domestic Violence Advocate Assistant (IDVAA). Ref: IDVAA 1

37.5 Hours per week: £24,258

Contract: Fixed term for 1 year

Work Pattern: Monday to Friday within our office hours

Based at MK-Act Office in Central Milton Keynes

As an IDVAA we require you to be highly organised supporting the team in their work with clients including administration tasks, taking referrals, answering both our Victim and Professionals helpline, responding to all those who ring in a professional and calm manner. You will have a solid understanding of DA and its effects on victims and have experience of undertaking administrative task.

Closing date: Monday 21st February 2022, 9am. Interviews w/c TBC - Interview will take place via Zoom or in-person depending on current Government Guidelines. **Contact:** recruitment@mk-act.org for an application pack stating the reference above – please specify if you are applying for either one or both posts