



STAFFORDSHIRE WOMEN'S AID

JOB DESCRIPTION

Job Title	Children and Young People's Independent Sexual Violence Advisor (ChISVA)
Salary:	£21,589 - £24,799 (salary will be set dependent upon qualifications and experience)
Hours:	18.5 hours per week
Responsible to:	Team Leader, Service Manager and CEO
Job Purpose	<p>To deliver a high quality ISVA service to children and young people who have experienced sexual violence, sexual abuse, sexual exploitation or sexual coercion. You will work as part of an ISVA/ChISVA team delivering the Staffordshire Sexual Abuse and Assault Service (SSAAS). The work will be linked to other services provided by Staffordshire Women's Aid, including counselling and group support, ensuring that survivors have access to a range of specialist sexual violence support.</p> <p>The ChISVA will work closely with but independently from the Police, Victim Gateway, Sexual Assault Referral Centre (SARC), Crown Prosecution Service (CPS), Witness Care, Sexual Health and NHS services as well as other voluntary sector organisations.</p>

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010

JOB DETAILS

Core Functions, Duties & Responsibilities

Core Requirements:

- To work as a committed member of the Staffordshire Women's Aid team.
- To support the aims, values and working principles of Staffordshire Women's Aid, and to work in alignment with Staffordshire Women's Aid's Policies and Procedures.
- Take all possible steps to ensure the safety and confidentiality of the service users, staff, volunteers, and management of Staffordshire Women's Aid.

Specific Duties:

- Provide support to children and young people, using a range of channels as appropriate, including face to face support, video, text and telephone.
- Contact young people or parents / carers of child service users who have been allocated to you in a timely and professional manner.
- Work with children and young people who are survivors of sexual abuse to promote their emotional and physical wellbeing.
- Listen to the needs of the Service User, offering a trauma informed approach and develop a support plan accordingly.
- Undertake risk assessment and continue to support and advise with on-going risk management.
- Support Service Users to make informed choices about their future options.
- Help Service Users to access services they need, and to which they are entitled, e.g. through setting up referral systems to health, mental health and local counselling services etc.
- Help Service users to meet their personal goals and ambitions.
- Explain criminal, legal and if relevant, civil remedies and housing options, to Service Users.
- Work within Data Protection, GDPR and confidentiality legislation whilst working within multi-agency working protocols.
- Consider child and adult safeguarding issues when engaging with all Service Uses and follow relevant safeguarding legislation, policies and procedures.
- Advocate and challenge on behalf of service users.
- Support the service user through reporting and at each stage of the criminal justice system, explaining the procedures and their legal entitlements and rights within the system and within the Victim's Code.
- Develop and maintain effective communication systems with key partners including the police, CPS, court services, education and schools, mental health and sexual health services, Victim Gateway, Witness Service and other voluntary sector organisations etc.
- Highlight the needs of survivors and promote the service.
- Promote and value the needs of child survivors of Sexual abuse to other agencies and local communities.

General Responsibilities:

- Manage a caseload.
- Maintain and monitor the notes and records of all cases.
- Follow procedures, policies and protocols with other services so that the safety of the service user is kept central at all times.
- Advocate on behalf of service users, supporting them to access other agencies and support networks.
- Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary.
- Participate in organisational and SSAAS team meetings.
- Attend and contribute to supervision sessions.
- Provide specialist advice to other workers and agencies, including participation in delivery of training sessions where required.
- Work with a clear understanding of the myths and facts of sexual violence, trauma, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
- Be aware of how to access resources available, regarding interpreters, signers, etc.
- Contribute accurate information, case studies and quantitative data to help monitor and evaluate the effectiveness of the SSAAS service.
- To be familiar with all aspects of the work of Staffordshire Women's Aid.
- Work flexibly as a member of the team and be responsive to changing needs.
- To undertake ChISVA training (if this hasn't been completed already) and on-going training as directed throughout the duration of the role.

- Work within the policies and procedures of Staffordshire Women's aid and the SSAAS service and demonstrate a commitment to their values, mission statement, aims, principles and ethos.
- Maintain agreed levels of confidentiality, familiarising yourself with GDPR and other covering policies and legislation.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.

Variation Clause

Staffordshire Women's Aid reserves the right, following consultation with the member of staff, to vary, add or alter any of the terms and conditions of employment attached to this post.

This job description will be review annually and may need to be revised according to the priorities of current workload with the agreement of the Board of Trustees and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Staffordshire Women's Aid contributes a sum equivalent to 3% of the annual salary to the company pension scheme following successful completion of 3 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time of in lieu is to be taken in consultation with line manager.

Children and Young People's Independent Sexual Violence Advisor (ChISVA)

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education graduate level or equivalent experience • ISVA trained or prepared to attend • Child related qualification 	<ul style="list-style-type: none"> • Trauma informed training • DAPA or IDVA training
Experience	<ul style="list-style-type: none"> • Extensive knowledge and understanding of the nature of sexual violence, sexual abuse, sexual exploitation and sexual coercion • Experience of working with a range of statutory, non-statutory and voluntary agencies • Experience of working with vulnerable adults or children 	<ul style="list-style-type: none"> • Experience of working with Staffordshire Women's Aid • Experience of working within the violence against women and girls sector
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of adult and child safeguarding issues, legislation and best practice • Understanding of the need and ability to maintain professional notes and records of your interactions and interventions with service users • Understanding of the effects of abuse on children • Proficient at using Information Technology including Windows, Microsoft Office, email and the Internet • Understanding the need for professional confidentiality and its boundaries, in relation to service delivery, legal, ethical and safeguarding issues 	<ul style="list-style-type: none"> • Specialised knowledge of the immediate and longer-term impacts of sexual violence, sexual abuse, sexual exploitation and sexual coercion. • An understanding of the need for accurate monitoring
Skills	<ul style="list-style-type: none"> • Able to prioritise own workload and deal with competing demands • Ability to use line management and supervision. • Good communication skills, verbal, nonverbal and written • An ability to put the service user central to all processes • An understanding of inequality and a dedication to anti-oppressive working. • Willingness to be creative in approach to working with children and young people. • Ability to work on own initiative, in partnership and as part of a team. 	<ul style="list-style-type: none"> • Experience of working pro-actively, using advocacy to represent the voices and needs of service users.
Other	<ul style="list-style-type: none"> • Will be required to work some evenings, and occasional weekends. • Will be expected to travel to meet Service User needs and a driving licence and access to a vehicle is essential 	<ul style="list-style-type: none"> • A sense of humour