



INDEPENDENT SEXUAL VIOLENCE ADVISOR – ISVA

JOB DESCRIPTION

Job Title	ISVA (Independent Sexual Violence Advisor)
Salary:	£23,990 - £26,487 pro rata per annum (salary will be set dependent upon qualifications and experience)
Hours:	30 hours
Responsible to:	Survive Team Leader, Service Manager and will also be responsible to the Chief Executive and Board of Trustees.
Job Purpose	<p>Survive Sexual Assault & Abuse Service offers a free, non-judgmental and confidential service for adults, children over the age of 4, and close family members/significant others who have been affected by sexual assault or abuse at any point during their lives across Staffordshire.</p> <p>As part of Survive, you will provide a range of trauma informed practical help, advice and emotional support to victims/survivors who have experienced sexual violence, sexual abuse, sexual exploitation and/or sexual coercion. This also includes support to navigate the criminal justice system for those victims who have reported to the police, providing accurate information on victims' rights under the Victim's Code of Practice and referring to other agencies as appropriate.</p> <p>The ISVA 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 etc. You will have experience and understanding of the traumatic effects and impacts of sexual violence and knowledge of criminal justice processes.</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 part of the Staffordshire Women's Aid team in providing information, support, advice to all victims of domestic and sexual abuse.
- To support the aims and principles of Staffordshire Women's Aid in empowering and supporting survivors who have experienced sexual and domestic abuse to make their own decisions and take control of their lives.
- Take all possible steps to ensure the safety and confidentiality of the users, staff, volunteers and management of Staffordshire Women's Aid.
- To promote equality and value diversity.

Specific Duties:

- Contact service users who have been allocated to you in a timely and professional manner.
- 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 the 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.
- Provide face to face, telephone, text and email-based practical and emotional support to Service Users.
- 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 within multi-agency working protocols.
- Consider child and adult safeguarding issues when engaging with all Service Users 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.
- Highlight the needs of survivors and promote the professionalism of Staffordshire Women's Aid.
- Manage a caseload.
- Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary.

- To provide specialist advice to other workers and agencies.
- To have 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.
- To be aware of how to access external resources required e.g. interpreters, signers, etc.
- Work within the policies and procedures of Staffordshire Women's Aid and Survive and demonstrate a commitment to their values, mission statement, aims, principles and ethos.
- To monitor and evaluate activities as directed and ensure internal case management systems are updated.
- To liaise and network with key partner agencies, developing working relationships and effective communication systems which benefit SWA and service users.
- To have a clear understanding of, and to implement, all policies and procedures relating to SWA and to share these with new members of staff, volunteers and placement students.
- To attend managerial and clinical supervision as required.
- To promote the work of Survive through participating in training, talks, presentations and multi-agency forums.

General Responsibilities:

- To share responsibility for covering the Help Line during office hours as required, making sure there is cover throughout the day when needed.
- Work flexibly to allow us to offer the best service possible to service users, this will involve working some evening/ weekend sessions.
- Attend team and service meetings as required and collaborate with colleagues in achieving team and organisational objectives.
- Attend relevant training/ conferences / workshops in line with identified professional objectives.

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 reviewed 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.

It is in the nature of the work of Staffordshire Women's Aid that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will normally be compatible with the regular type of work.

Please be aware that you will be required to undertake a DBS check and may be required to undertake additional security checks to work in some settings.

A full driving licence and access to a vehicle are essential requirements of the post.

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.

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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education or equivalent experience • ISVA trained or prepared to attend training 	<ul style="list-style-type: none"> • Trauma informed trained. • ISVA trained.
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 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. • Proficient at using Information Technology including Windows, Microsoft Office, email and the Internet. • An ability to put the service user central in all processes. • An understanding of inequality and a dedication to anti-oppressive working. • Ability to work on own initiative, in partnership and as part of a team. • Professionalism • Compassionate • Flexible and adaptable • Full, Clean driving licence and use of a car • Ability and willingness to travel throughout Staffordshire. 	<ul style="list-style-type: none"> • One year experience of working pro-actively, using advocacy to represent the voices and needs of service users.
Other	<p>Must be prepared to carry out any duties that help Staffordshire Women's Aid to deliver a compassionate and professional service.</p> <p>Will be expected to train and work on Helpshift shifts as required.</p> <p>May be required to work unsocial hours and occasional weekends.</p>	<ul style="list-style-type: none"> • Good sense of humour