

INDEPENDENT SEXUAL VIOLENCE ADVISOR (ISVA)

JOB DESCRIPTION

Job Title	Independent Sexual Violence Advisor (ISVA)
Salary:	Salary Scale: £25,959 - £28,660 per annum FTE (Salary will be set dependent upon qualifications and experience)
Hours:	2 positions available: 12-month contract (30 hours per week) – Actual Salary £21,048 - £23,238 pa 12-month contract (37 hours per week) – Actual Salary £25,959 - £28,660 pa (possibility of extension, subject to further funding)
Position base:	Stoke on Trent (37 Hours per week) Stafford (30 Hours per week)
Responsible to:	Survive Team Leader, Service Manager and CEO
Job Purpose	<p>Staffordshire Survive 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 and Stoke on Trent.</p> <p>As part of Survive you will provide a high quality, victim/survivor-focused and trauma informed advocacy and advice service to survivors who have been subjected to sexual abuse, sexual exploitation and/or sexual coercion who reside in Staffordshire and Stoke on Trent.</p> <p>You 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. to help victims cope and recover from their experiences.</p> <p>You will have experience and understanding of the traumatic effects and impacts of sexual violence, sexual abuse, sexual exploitation and sexual coercion 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.

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 assessments 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, including Mental Health teams, Sexual Health services, etc.
- Provide face to face, telephone, text and email based 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 whilst working 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.

- To develop and maintain effective communication systems with key partners including the police, CPS, court services, education, mental health and sexual health services, Victim Gateway, Witness Service and other voluntary sector organisations etc.
- Highlight the needs of survivors and promote the professionalism of Staffordshire Women's Aid.
- Manage a caseload.
- Accurately update and maintain case notes and records.
- Follow procedures, policies and protocols with other services so that the safety of the service user is always kept central.
- 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.
- To participate in organisational and Staffordshire Survive team meetings.
- To attend and contribute to supervision sessions.
- To provide specialist advice to other workers and agencies, including participation in delivery of training sessions where required.
- To have a clear understanding of the myths and facts of sexual violence, trauma and the long-term mental health effects of sexual violence.
- To be aware of how to access resources available, regarding interpreters, signers, etc.
- To contribute accurate information, case studies and support figures to help monitor and evaluate the effectiveness of the Staffordshire Survive 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 training at induction, and throughout the duration of the role.
- Work within the policies and procedures of Staffordshire Women's Aid and the Staffordshire Survive's 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 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.

INDEPENDENT SEXUAL VIOLENCE ADVISOR (ISVA)

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of education graduate level or equivalent experience • ISVA trained or prepared to attend 	<ul style="list-style-type: none"> • Trauma informed training • ISVA training • Safeguarding training • Domestic Abuse training • Sexual Abuse 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 • 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"> • Ability 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 • Ability to work on own initiative, in partnership and as part of a team 	<ul style="list-style-type: none"> • One year experience of working within advocacy to represent the voices and needs of service users

	<ul style="list-style-type: none"> • Professionalism • Good sense of humour • Compassionate • Flexible and adaptable • Full, Clean driving licence and use of a car • Ability and willingness to travel throughout Staffordshire 	
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 Helpline shifts as required.</p> <p>May be required to work unsocial hours and occasional weekends</p>	