



Job Description

Job Title:	Male Independent Sexual Violence Advisor (ISVA)
Salary:	£25951 to be calculated pro rata to hours worked
Hours:	Between 21 and 37.5 hours, negotiable upon appointment, must be flexible
Holidays:	26 days plus 8 days statutory holidays per annum to be calculated pro rata to hours worked
Based at:	Based in Worcestershire (post holder must be able to travel throughout Worcestershire and Herefordshire)
Responsible to:	ISVA Service Manager
Responsible for:	N/A
Main contacts:	Staff of the centre, members of the public, service users, volunteers, external contacts and other stakeholders
Job purpose:	<p>To work in cooperation with and as directed by the CEO and the Trustee Board within a multi-agency setting to provide a pro-active service to women and men who are victims of sexual violence within and outside of the criminal justice system to:</p> <ul style="list-style-type: none">• Develop and deliver a non-therapeutic advocacy and support service to clients• Help clients to access appropriate therapeutic interventions and to develop their own support network• Where necessary provide emotional, practical and advocacy support through the Criminal Justice System• Monitor and keep clients informed of case progress if involved with the Criminal Justice Process• Provide information about the impacts of sexual violence and signposting to specialist support services• Maintain a caseload and accurate electronic records• Support clients to access their rights• Contribute towards service development• Participate in individual clinical supervision, appraisal sessions and team meetings

The Independent Sexual Violence Advisor is expected to work within the ethos of WMRSASC and have high standards of practice. The need to present a professional image as well as maintaining constructive relationships with the police and other agencies is paramount.

Main Responsibilities:

1. Clients

- Make contact with all clients referred to the service within 48 hours if possible and subsequently as necessary until other support is identified or at the clients' request.
- Undertake risk assessment and support needs analysis with clients.
- Develop an individual support plan to address risks/support needs of clients.
- If the assault was Domestic Abuse (DA) related and clients are assessed as high risk, refer to Multi Agency Risk Assessment Conference (MARAC) following protocol and attend and participate in meetings, follow up on actions agreed in MARAC.
- Help clients to access services to which they are entitled, e.g. through setting up fast-track referral systems to sexual health follow-up services, making referrals to mental health services and local counselling organisations.
- Provide face to face and telephone support (non-therapeutic) to clients where appropriate.
- Help clients to develop own support network.
- Explain criminal, legal and if relevant, civil remedies and housing options to clients.
- Provide information and support in relation to Criminal Injuries Compensation.
- In accordance with information sharing policies, and where relevant, keep other agencies informed about important changes in clients' situations.
- Consider child protection issues when engaging with clients assaulted in a domestic setting, and follow child protection policies whilst keeping the needs of the child/young person paramount.

2. If a client reports to the Police

- Support clients through the criminal justice system, explaining the procedures and their role and rights within the system.
- Subject to local arrangements and the views of the clients, support clients in the witness statement and during the trial phase in conjunction with the Witness Service.
- Liaise with the police and Crown Prosecution Service (CPS) on behalf of clients, with the clients' and/or parents' consent and adhering to confidentiality policy in relation to release of information. If local protocols can be agreed, keep the clients informed about case progress on behalf of the police in line with the requirements of the Victims Code of Practice.
- To participate in case conferences with the police, CPS, prosecuting barrister and where necessary child safeguarding services.
- Inform clients about their right to request special measures in Court and ensure that their preferences/needs are passed on and met.

3. Administrative

- Manage an agreed client caseload, reviewed monthly, or dependent on demand.
- Maintain and monitor records of all cases.
- Follow procedures and protocols with other services so that the safety of clients is kept central to any process.

- Note and feedback to other agencies and consistent difficulties clients are having accessing their service.
- Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary.
- To develop and maintain effective communication systems with key partners including the police, CPS, court service, social services, education, primary care trust (mental and sexual health), Victim Support, Witness Service and other voluntary sector organisations.
- To participate in team meetings and peer review.
- To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
- To have a clear understanding of the myths and facts of sexual violence, rape trauma syndrome, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
- To be fully aware of resources available regarding interpreters, signers etc.
- To monitor and evaluate effectiveness of the service.

4. General

- Be familiar with all aspects of the work of WMRSASC.
- Work flexibly as a member of the team and be responsive to changing needs.
- Be willing to undertake relevant training as required.
- Work within the policies and procedures of WMRSASC and demonstrate a commitment to the values and ethos of the centre.
- Maintain agreed levels of confidentiality.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.
- Working as part of the ISVA team the post holder will be required to provide direct support to survivors of sexual violence as demand dictates.

Person Specification: Part-time Independent Sexual Violence Advisor

(This form indicates how the different requirements may be assessed during the selection process).

A - Application form I – Interview E – Exercise
Criteria E = Essential D = Desirable

	Criteria	Method of Assessment		
		A	I	E
Education, qualifications and training				
Good standard of education (Level 4) or equivalent experience	E	X	X	
Relevant qualification in social care, health care, community work or education	E	X	X	
Safeguarding training and experience	E	X	X	
Good standard of English and Mathematics	E	X	X	
Employment History				
Relevant previous or current employment / work experience	E	X	X	
Skills and experience				
Knowledge and understanding of the nature of sexual violence and its impact	D	X	X	
Experience of working with victims of sexual violence	D	X	X	
Experience of and ability to work pro-actively	E	X	X	
Experience of taking appropriate action to safeguard children from significant harm, including work with Social Services	D	X	X	X
Good knowledge of issues around lone working	E	X	X	X
High standards of practice and presentation of work	E	X	X	X
Able to prioritise own workload and deal with competing demands	E	X	X	X
Experience of working in partnership with a range of agencies	E	X	X	X
Understanding of gender equality duty	D	X	X	X
Understanding of the need to maintain personal records of clients	E	X	X	
Proficient at using Information Technology including Windows, Microsoft Office, email and the Internet	E	X		
Personal attributes				
Ability to work on own initiative, in partnership and as part of a team	E	X	X	X
Excellent verbal and non-verbal communication skills	E	X	X	
Ability to form and maintain good working relationships with colleagues	E	X	X	
Ability to produce written and verbal reports	E	X	X	
Understanding the need for professional confidentiality and its boundaries	E	X	X	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	E	X	X	
Strong crisis management skills, methodical and well organised	E	X	X	
Ability to work in an empathic manner, to maintain consistency and develop a rapport with service users	E	X	X	X
Special requirements				
Eligible to work in the UK	E	X		
An Enhanced Disclosure and Barring Service check	E		X	
Willing to access training relating to duties	E		X	
Able to work unsociable hours and to travel as required	E		X	