Job Description

Title: **ISVA (Independent Sexual Violence Advisor)**

Accountable to: **ISVA Team Manager**

Notice Period: **1 Month**

Salary Scale: **Unqualified Salary is £20,738 (30 hours)**
Increasing to £23,238 (30 hours) per annum once qualified
27 days, plus bank holidays, leave per annum, pro rata

Background
SV2 is a company Limited by Guarantee which is registered with the Charity Commission (Registered Number 1077863). The registered aims of the Charity are:

- to help relieve the suffering and distress of persons who have been raped or sexually abused; and
- to advance the education of the public in the subject of rape and sexual abuse and their effects.

The registered activities are:

- to help relieve the suffering and distress of persons who have been raped or sexually abused.
- to advance the education of the public in the subject of rape and sexual abuse and their effects.

Purpose of the Job
The role is to provide a high quality, specialist service to victims of sexual violence working within a multi-agency setting to provide an empathic and pro-active support service to victims of sexual violence aged 17+ and their families, within and outside of the criminal justice system.

This role is part of SV2's Independent Sexual Violence Advisor (ISVA) service, which comprises of a team offering emotional and practical support to individuals who have experienced sexual abuse or rape. This position is covering the whole of Derbyshire within an allocated area.

Accountability
The ISVA will be line managed by the ISVA Team Manager and is accountable to the Head of Operations. The post is part of a wider team at SV2 delivering a range of support services to victims of sexual violence.

Main Duties and Responsibilities
General

- Deliver appropriate individual face to face or phone/online support services to victims and their families in Derbyshire who have experienced sexual violence or abuse at any point in their lives
- Manage a caseload of clients, undertaking an assessment of need for each client and foster a positive, supportive and empowering relationship
- Monitor and record progress and outcomes for clients utilising SV2's case management system, client support plan and other systems, as required
- Monitor, maintain, plan and prioritise own work and client caseload
- Liaise with criminal justice agencies and other victim & witness support services and provide updates to clients re their case
- Respond to safeguarding issues and liaise with staff in accordance with SV2's safeguarding policies
- Accompany clients to relevant health and legal appointments, if appropriate to do so
- Provide support and information on relevant issues such as sexual health, housing, benefits and court or police procedures
- Provide information and support in relation to Criminal Injuries Compensation
- Seek to ensure, where possible, people are able to access the help they need to enable them to cope and recover from their experience
- Provide information and reports for managers, as required

Professional

- Develop positive relationships with partners such as the police, health services, CPS, courts, local authority social care, Multi-Agency Safeguarding teams and other voluntary organisations
- Develop and maintain knowledge and skills relevant to this area of work which meet the needs of the Organisation, client group and sexual offences legislation.
- Provide information and raise awareness of SV2 services to a range of audiences including diverse communities.
- Maintain confidentiality in line with SV2's information governance policies
- Adhere to the BACP Code of Ethics adopted by SV2

Communication and Public Relations

- Raise awareness of services in line with SV2's Communications Strategy
- Ensure communication between agencies is effective
- Represent the service in a professional manner

Other duties

- Work within SV2's Health & Safety Policy and take responsibility for personal Health & Safety
- Attend regular line management, clinical group supervision and team meetings, as required

- Carry out any other responsibilities that fall reasonably within the scope of the ISVA role and at the request of the Management Team

Person Specification

Attributes	**Criteria** (E) Essential (D) Desirable (Only essential criteria will be considered when undertaking the job evaluation process)	**Method of Assessment** e.g. Application Form/ Interview/ Presentation/ Test
Qualifications	Minimum of five GCSEs Grade C or above or higher-level educational qualification(s) (E)	Application
	Accredited ISVA Qualification (D)	Application
	Safeguarding training to Level 3 (D)	Application
	Professional registration or accreditation in relevant field, such as nursing, midwifery, social work, psychology, health visiting, etc (D).	Application
Experience	At least One Year's direct practice in managing complex client cases (E)	Application/ Interview
	Ability to work with minimal day to day supervision (E)	Application/ Interview
	Experience of building relationships with partner services and other professionals (E)	Application/ Interview
	Experience of working in a multi-disciplinary environment with professional boundaries (E)	Application/ Interview
	Experience in delivering services in a confidential environment (E)	Application/ Interview
	Experience of using whole systems approaches in supporting the care of clients (E)	Application/ Interview
	Experience of networking (D)	Application/ Interview
	Experience and ability to engage diverse communities (D)	Application/ Interview
Knowledge & Skills	Knowledge of issues affecting victims of sexual violence and abuse (E)	Application/ Interview
	Ability to create and implement effective outcome client support plans (E)	Application/ Interview

	Ability to research and map services and produce meaningful up-to-date pathways (E)	Application/ Interview
	Ability to negotiate and influence a wide variety of different professions, working in a multi-disciplinary setting (E)	Application/ Interview
	Knowledge and experience in relation to the Safeguarding of Vulnerable Adults and Children (E)	Application/ Interview
	Able to maintain professional, well written and comprehensive notes and write reports (E)	Application/ Interview
	Knowledge and understanding of the impact of Trauma (D)	Application/ Interview
	Competent use of IT i.e. Word, Outlook, Excel, PowerPoint, etc (E)	Application
	Excellent oral and written skills (E)	Application/ Interview
	Able to communicate in a concise and professional manner with a range of staff at various levels, both internal and external to the organisation (E)	Application/ Interview
Other	Must hold a valid driving licence and have access to own transport which will need to be insured for business use (E) This post is subject to an Enhanced DBS check and police vetting (E) The Post Holder will be required to carry a work mobile phone during working hours	Application