## Role information

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| Job Title: | ISVA/CHISVA | Travel Required: | Travel Required  Car required |
| Location: | Sandwell | Position Type: | Front Line Support |
| Service area: | Sexual Violence Services | Level/Salary Range: | £19,968 – £22,934 |
| Responsible to: | Sexual Violence Service Manager | Working Hours | 37.5 hours |
| Special Conditions | | | |
| May require some work outside of normal office hours  Time off In Lieu  Mileage allowance | | | |
| Job Brief | | | |
| Black Country Women’s Aid (BCWA) Sexual Violence Support Service is a specialist service supporting victims of sexual violence and abuse across Sandwell, Dudley, Walsall and Wolverhampton.  This is a challenging and rewarding role that requires a timely response to Children and Young People and adult victims of violence and abuse, partners and stakeholders.  BCWA is looking for someone who can demonstrate empathy and compassion to the challenges that Children, Young People and adult victims of violence and abuse face and create dynamic interventions to help victims/survivors rebuild their confidence, self-belief and choices. You must have direct experience of working with vulnerable people, preferably victims and survivors of crime, and be nonjudgmental and confident in working with evidence based interventions that include one to one and group work. You will be allocated a caseload of Children, Young People and adult survivors (over18) who have experienced sexual violence and abuse. You will be responsible for all aspects of case management including risk assessment, needs assessment, support planning, and consultation involvement. You will be involved in regular reviews of your cases and quality of service delivery. You will be required to describe the impact of your interventions and measure outcomes.  You will be required to work collaboratively with other BCWA services to ensure an integrated approach to the needs of victims and survivors of sexual violence and abuse. You will be required to work within local partnership frameworks. | | | |

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| **Working for BCWA** | |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organisation and all it stands for.  The (position) must possess the leadership, skills and commitment to challenge abuse and violence within our society acknowledging that victims are faced with many barriers to living free from violence and abuse. Victims of violence are at the heart of everything we do.  BCWA listens, supports and cares |
| Commitment to safeguarding | Black Country Women’s Aid is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Main purpose** | |
| 1 | To work within the organisations quality assurance framework and ensure we provide a quality service to victims and survivors of sexual violence and abuse; |
| 2 | To develop and maintain a culture and systems that promote equality and value diversity and offer empathy to victims of interpersonal violence; |
| 3 | To develop and maintain a culture and systems that promote equality and value diversity and offer empathy to victims of interpersonal violence; |
| 4 | To represent the organisation positively contributing to local, regional and national strategy and events; |

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| **Principle Duties** | |
| 1 | Have an excellent over view and understanding of all aspects of domestic abuse, sexual violence and trafficking to be able to advise agencies and clients of services and support available and their referral pathways; |
| 2 | To be compliant with GDPR procedures and principles; |
| 3 | Work with senior employees to prepare services for externally assessed quality standards; |
| 4 | To work within the aims and objectives Black Country Women’s Aid. |
| 5 | To develop innovative ways of working with victims of interpersonal violence based on good practice and evidence based research; |
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| **General Duties** | |
| 1 | To be compliant in Data protection principles and The GDPR |
| 2 | To ensure the heads of relevant services are informed at all times of any issues that affect the effectiveness of your work or the service |
| 3 | To undertake performance management reporting within agreed timetables such as 6 weekly Board Meetings and monthly Management Meetings. |
| 4 | Attendance at regular case review meetings |
| 5 | To be fully compliant and remain up to date with BCWA’s policies and Case Management procedures and uphold standards of best practice. To remain up to date and compliant with local and regional operational protocols and national legislation and emerging evidence. |
| 6 | To develop, maintain and represent positive, collaborative working relationships with all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 7 | To attend all meetings or training as required, attend monthly supervision sessions, and appraisals |
| 8 | To participate in BCWA performance management processes providing robust outcomes and evaluation reports on progress within the role. To participate in target setting within the role and work to established targets. |

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| **Governance** | |
| 1 | Reporting to the Sexual Violence Service Manager as required and producing regular reports in accordance with an agreed schedule and performance requirements  Attendance at relevant meetings |
| 2 | Assistance in preparing reports to stakeholders and funders ensuring that monitoring and statistical information is kept up to date, accurate and in line with BCWA policies and procedures |
| 3 | To ensure effective communication across all services to update and inform about sexual violence and abuse services and ensure that the Service Manager is informed at all times of any issues that affect the effective delivery services within this service. |
| 4 | To ensure implementation and compliant of BCWA policies and procedures across sexual violence and abuse services |

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| **Safeguarding responsibilities (the individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with** | |
| 1 | \*\*All posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.  It will be necessary for an enhanced disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions. |
| 2 | **the individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with** |
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| **Important information** | |
| 1 | This job description will be subject to review as part of the annual appraisal process. The post holder will be expected to be flexible in her development of the post and will participate fully in all discussions about the nature of her work and the tasks involved. |
| 2 | Black Country Women’s Aid is committed to safeguarding and promoting then welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 3 | Any other duties which the Executive Director may feel necessary from time to time |
| 4 | Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.  The post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e) |

# Person Specification

The Person Specification is supplementary information to the job description and lists essential and desirable criteria for the post. It should:

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| **Knowledge: You are required to:** | |
| 1 | Taking referrals for services, which will involve, Gathering information regarding the victim/survivor and their circumstances, assessing the information, agreeing needs and identifying risk, understanding the right service to refer on to. |
| 2 | Have an excellent understanding and working practice of undertaking risk assessments and understanding the nature of domestic and sexual violence |
| 3 | Designated responsibility for Information Security policy and procedure |
| 4 | Work within the organisation’s health and safety, Lone working, information sharing and safeguarding arrangements |
| 5 | Work within the criminal justice service to support clients through court and with any civil or criminal proceedings |

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| **Skills/ and abilities: You are required to:** | |
| 1 | A commitment to the work and philosophy of supporting Children, Young People and adult victims/ survivors of interpersonal violence and to the philosophy of Black Country Women’s Aid |
| 2 | Up to date knowledge of housing, criminal, civil and welfare rights legislation relating to domestic and sexual violence |
| 3 | Evidence of the ability to build and develop supportive relationships with abused Children, Young People and adult and their children/caregivers maintaining professional boundaries |
| 4 | Evidence of the ability to provide, non-judgmental, non-directive and confidential support Children, Young People and adult to take control of their lives and set realistic objectives and goals |
| 5 | Evidence of the ability to build effective relationships, both internally and externally, showing sensitivity for others’ viewpoints and valuing diversity |
| 6 | Evidence of the ability to communicate clearly and concisely, including the ability to listen actively and match communication to the needs of the recipient |
| 7 | Evidence of the ability to take responsibility for own actions and behaviour being able to reflect on previous experiences to improve own practice |
| 8 | Evidence of the ability to be calm and resilient whilst under pressure and to remain optimistic and persistent |
| 9 | Evidence of the ability to work as a team member and within a line management structure, understanding the importance of seeking guidance and support when required |
| 10 | Evidence of ability to plan and prioritise work activities |
| 11 | Evidence of the ability to be calm and resilient whilst under pressure and to remain optimistic and persistent |
| 12 | Demonstrable ability to use Microsoft Office (word, excel, outlook, access) and the internet |
| 13 | Ability to drive and possession of a clean driving license |
| **Qualifications and Experience: You are required to:** | |
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| 1 | Relevant previous or current employment/ work experience |
| 2 | Experience of working with vulnerable adults and children and young people |
| 3 | Experience of working with victims and/ or survivors of sexual violence abuse |
| 4 | Significant proven experience of providing direct emotional practical and welfare support to vulnerable people |
| 5 | Experience of identifying and responding to the risks to and needs of victims/survivors of sexual violence and abuse |
| 6 | Experience of working in a community setting/ refuge/ advice centre or other relevant agency |
| 7 | Extensive experience of sensitively assessing and responding to the needs and risks of adults, children and young people experiencing sexual abuse and violence |
| 8 | Experience of managing a caseload of vulnerable individuals |
| 9 | Experience of managing complex casework, including issues such as child abuse, mental health, substance abuse, working with trauma in adults and children and crisis intervention |
| 10 | Proven experience of safeguarding children and vulnerable adults |
| 11 | Proven experience of advocating for clients |
| 12 | Experience of preparing effective reports for case conferences or similar proceedings in which women and children may be involve |
| **Character and Personal qualities: You will be required to:** | |
| 1 | A clear understanding of how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives |
| 2 | Confident, assertive, positive individual committed to helping people achieve their potential and representing everything that Black Country Women’s Aid stands for |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering victims and survivors of abuse |
| 4 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others |
| 5 | Confident to challenge practice in a constructive and solution focused way and where necessary take formal action |
| 6 | Organised and efficient and able to manage time/tasks effectively and respond to immediate pressures |
| **Other Requirements: You will be required to:** | |
| 1 | Have a current driving license and access to a vehicle |
| 2 | Be willing to work unsociable hours, including evenings and late nights |
| 3 | Be eligible to work in the UK |
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# Version control and Sign off

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| Job Description produced by: | Ailish Ramsey  Sexual Violence Service Manager | Date Produced | 08/10/19 |
| Job Description reviewed by: | Nikki Penniston  Head of Services | Date reviewed | 08/10/19 |
| Job Description approved by: |  | Date Approved |  |