## Role information

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| Job Title: | Senior  Sexual Violence Services | Travel Required: | Must be able to travel across The Black Country  Driver with Car required |
| Location: | Various locations across the Black Country: Dudley, Wolverhampton, Walsall, Sandwell | Position Type: | Support to staff  Internal;/External Training  Reduced case load |
| Service area: | Sexual Violence Services | Level/Salary Range: | £26,554.92 |
| Responsible to: | Manager Sexual Violence & Strategic Lead for Sexual Violence Services & Therapeutic Services Lead | Working Hours | 37.5 hours per week  hours of work 9am – 5pm |
| Special Conditions | | | |
| Occasional evening work outside of usual office hours as and when needed  Deputise for Sexual Violence Service Manager/Lead as requested | | | |
| Job Brief | | | |
| **Project: Black Country Sexual Violence Services**  **Funded by Ministry of Justice, Police and Crime Commissioner’s office**  Black Country Women’s Aid (BCWA)’s Sexual Violence Services team supports vulnerable victims, both Children, Young People and Adults who have experienced rape, sexual abuse, child abuse and child/adult sexual exploitation. BCWAs aim is to provide a responsive, needs led service across the Black Country working with partners in West Midlands Police, the Criminal Justice System, Health and Domestic Abuse Services.  The role will include but not be limited to:   * Support the Head of SV Services to meet strategic and operational requirements across Sexual Violence Services and ensure maximum use of resources across all service areas/ contracts to ensure quality of service provision * Overseeing day to day management of Adult ISVA and Children’s CHISVA provision in accordance with the policies and procedures of Sexual Violence and Therapeutic Services, in line with BCWA ISVA/CHIVA caseworker principles” for an effective coordinated response to clients within service. * Assist and support the Head of Sexual Violence Services to ensure that the team continue to deliver to a high standard, in accordance with contract/funding schedules and reporting procedures. * Assist the Head of Sexual Violence Services to ensure that the service satisfies all contracts and reporting requirements. | | | |

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| **Working for Black Country Women’s Aid** | |
| BCWA Values | This role will be an ambassador for BCWA, promoting the values of the organisation and all it stands for.  The Senior Sexual Violence post must possess the leadership, skills and commitment to challenge abuse and violence within our society specifically around serious sexual offences and the challenges both inside and outside of The Criminal Justice System.  A thorough understanding and acknowledgment that victims face many barriers to living with the consequences of sexual violence and abuse. The victims of sexual violence are at the heart of everything we do. BCWA listens, supports and cares. |
| Commitment to safeguarding | BCWA 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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| **Meeting the Strategic Objectives of Black Country Women’s Aid** | |
| 1 | To be responsible for delivery and implementation of professional services that incorporate supportive and preventative strategies to equip service users/victims/survivors to keep them safe and free from abuse |
| 2 | To be compliant with GDPR procedures and principles |
| 3 | To develop innovative ways of working with victims of sexual violence, based on good practice and evidence based research. |
| 3 | To be an active participant of the organisational strategic plan taking an active role in developing the Rape and Sexual Violence Service plan to meet overall objectives. |
| 4 | To represent the organisation positively, contributing to local, regional and national strategy and events. |
| 5 | Work with senior employees to prepare services for externally assessed quality standards. |
| 6 | To contribute to the development of a culture and systems that promote equality and value diversity. |
| 7 | To ensure that the Sexual Violence Service’s offer is integrated both internally and externally. |
| 8 | To work within the aims and objectives of Black Country Women’s Aid. |
| **Governance** | |
| 1 | Reporting SV service Manager as required and producing regular reports in accordance with an agreed schedule and performance requirements. Attendance at relevant meetings including management meetings and relevant stakeholder meetings. |
| 2 | Reporting to the SV Service Manager in line with the Rape and Sexual Violence Service plan. |
| 3 | 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. |
| 4 | To ensure effective communication across all services to update and inform about the Rape and sexual violence Services and ensure that the Service Manager is informed at all times of any issues that affect the effective delivery services within this service. |
| 5 | To ensure implementation of and compliance with, BCWA policies and procedures across the Rape and Sexual Violence Services. |

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| **Principle Duties** | |
|  | **Staff support and supervision** |
| 1 | To lead and develop a specialist team of Independent Sexual Violence Advisers (ISVA’s & CHISVA), providing effective day to day operational support, case reviews and closures and supervision to the team. |
| 2 | To offer regular line management supervision to the ISVA’s, providing regular case review, support and training. To review staff professional development and liaise with Sexual Violence Strategic Lead and SV Manager regarding any performance issues. |
| 3 | Support individual staff competencies to deliver evidence-based one-to-one interventions, development of group work alongside Therapeutic Services and advice in a variety of locations across the Black Country, with the aim to build resilience and understanding around trauma for victims, advocating both inside and outside of the criminal justice system. All programmes being developed and delivered must be age-appropriate and culturally sensitive. |
| 4 | To provide the lead in situations on safeguarding and information sharing concerns, ensuring effective communication with the sexual Violence |
| 5 | To coordinate team meetings and to chair team meetings in the absence of Service Manager. |
| 6 | To ensure that ISVA/CHISVA’s are compliant with BCWA case management systems; assessments are accurately completed in accordance with policy and procedures; that individual support plans are safety-focussed. |
| 7 | To be a proactive enthusiastic member of the team contributing to the requirements of the contract and related targets and commitments (funders/ commissioned services). |
|  | **Project delivery and casework** |
| 8 | To maintain professional relationships between all internal and external partners to promote the service offer and encourage referrals. |
| 9 | To support and promote referrals through our Single Point of contact. Ensuring the appropriateness of referrals and consistent response to client. |
| 11 | To work with partners to create evidence-based solutions for children and young people and their families impacted by violence and abuse for CHISVAs. |
| 12 | To manage, risk assess and support a caseload of each ISVA, offering emotional and practical support and advocacy and taking a holistic approach. |
| 14 | To undertake onwards referrals and work in partnership with statutory and non-statutory services to create the best outcomes for clients including Police, Health service, Domestic Ause support services, perpetrator programmes, drug and alcohol services and mental health and wellbeing services (this list is not exhaustive) |
| 15 | To build relationships with stakeholders and ensure appropriate sharing of information in accordance with BCWA policies and procedures. To work directly with all key agency partners to ensure that support plans are coordinated and information is shared effectively and appropriately. |
| 16 | To develop and deliver training and awareness to a wide range of professionals working with clients affected by sexual violence, both adults and children and young people, both victims and professionals. |
|  | **Quality and performance** |
| 17 | To ensure that all interventions are evaluated to assess impact made. |
| 18 | To ensure all services are compliant with safeguarding requirements and Working Together. |
| 19 | To develop a culture and systems that promote equality and value diversity. |
| 20 | Ensuring that practice meets health and safety standards in accordance with BCWA policy and procedures when working at different sites including non BCWA sites and use of relevant equipment |
| 21 | To ensure that people who use the service are consulted and involved in all aspects of the service and that their thoughts, wishes and feelings as appropriate in accordance with an agreed plan |
|  | **Development** |
| 22 | Contribute to the preparation of new bids and tenders as required. |
| 23 | To participate in developing partnerships and networks within and beyond BCWA. This will include the preparation and presentation of reports and plans. |
| 24 | To contribute to improvements and developments to Rape and Sexual Violence offer |
| 25 | To represent the organization contributing to local, regional and national strategy and events. |
| 26 | To develop, sustain and evaluate joint work between agencies |

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| **General Duties** | |
| 1 | To ensure that all work is compliant with BCWA GDPR and Information Security policy/procedures. |
| 2 | 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. |
| 3 | 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. |
| 4 | To attend all meetings or training as required, attend monthly supervision sessions, and appraisals. |
| 5 | 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. |
| 6 | Any other duties which the Executive Director may feel necessary from time to time |

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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 | You are responsible to ensure Adults, children and young people you work with are safeguarded, this includes following BCWA safeguarding policies and procedures and feeding any concerns into your line manager or designated safeguarding lead. |

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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 | 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**
* **Knowledge**
* **You are required to:** 
  + Have a commitment to the work and philosophy of BCWA and to supporting victims inside of and outside of the criminal justice system who have experienced sexual violence
  + Understand the impact of trauma and work to the ethos of ‘being trauma informed’.
  + Have knowledge of issues affecting individuals who enter into the criminal justice system
  + Have knowledge of the infrastructure and policy framework around the Serious Sexual Offences Act 2003/4
  + Have knowledge of the dynamics and impact of domestic and sexual violence and their effects on victims
  + Understand the role of an ISVA and CHISVA
  + Understand child protection issues, and the legal responsibilities surrounding these issues.
  + Understand the remits and resources of relevant statutory bodies and voluntary agencies.
  + Understand and be committed to equal opportunities and diversity issues in policy and practice.
  + A thorough understand of GDPR
* **Experience**
* **You are required to have experience of:** 
  + Working with traumatised and vulnerable people with complex needs.
  + To have worked within the field of Sexual Violence or related issues
  + Delivering group programmes and one to one support work (desirable)
  + Experience of developing and facilitating training and delivering training to professionals.
  + Managing a caseload.
  + Leadership within a team
  + Working within a multi-agency and legislative framework.
  + Experience of capturing statistical data
  + Experience of working in an evidence-based outcomes-focussed framework.
  + Working within a tendered/formally contracted/commissioned arrangement (desirable)
* **Skills/ Qualifications/ Professional Membership:**
* **You are required to:** 
  + Have computer literacy skills and have some experience of working with databases.
  + Hold an NVQ Level 3 in relevant subject working with adults or children, or a relevant degree, or demonstrable equivalent experience, or a vocational qualification.
  + Have excellent communication, negotiation and advisory skills, both written and verbal when interacting with a range of agencies and individuals.
  + Have strong crisis management skills and the ability to deal with stressful, fast changing and difficult situations.
  + Hold an Adult learning qualification eg PTLLS (desirable)
  + Hold a nationally recognised ISVA / CHISVA qualification
* **Personal qualities**
* **You will be required to:** 
  + Be compassionate and empathetic and non-judgemental
  + Demonstrate ability to plan and prioritise a variety of work activities and respond to change.
  + Act with integrity and respect when working with all clients, agencies and individuals.
  + Remain impartial when managing team dynamics.
  + Be able to challenge appropriately and effectively where necessary.
  + Be optimistic about the possibility of personal growth and change.
  + Motivate individuals and agencies to move through courses of action and decision making processes.

**Version control and Sign off**

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| Job Description produced by: | Jennifer Lumsden-Gordon  Ailish Ramsey | Date Produced | 22.05.2020 |
| Job Description reviewed by: |  | Date reviewed |  |
| Job Description approved by: |  | Date Approved |  |