## Role information

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| Job title: | Wolverhampton Independent Sexual Violence Advisor (ISVA) | Travel required: | Travel required  |
| Location: | Wolverhampton – (Short term base will be Sandwell) This may be subject to change. | Position type: | Frontline support to victims of violence and abuse |
| Service area: | Rape and Sexual Violence Service  | Salary: | Unqualified - £22,934 (pro rata) Qualified – Negotiable |
| Responsible to: | Head of Rape and Sexual Violence Service Manager | Working hours: | 37.5 hours Monday-Friday  |

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| Additional requirements  | Organisational benefits |
| * May require some work outside of normal office hours
* Full driving license with willingness to use own vehicle
* DBS check to be undertaken
* Eligibility to work in the UK
* Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. The post holder must be female
* The post holder may be required to undertake additional duties from time to time as instructed by the Service Lead and Executive Director, such a group work and presentations
* This job description will be subject to review as part of the annual appraisal process
 | * Mileage allowance
* Training and development opportunities
* Employee Assistance Programme
* Access to group clinical supervision with a BACP trained counsellor
* 22 days of annual leave (pro rata), plus bank holidays. Opportunities for this to be extended after 3 years of service
* Annual leave ‘buy back’ scheme for those who want to purchase additional annual leave days
* Bi-annual staff away days
* Regular internal newsletter created by staff
* Time off in lieu (TOIL) when overtime is required
* 5% employer contribution to pension
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| Job Brief |
| Black Country Women’s AidBlack Country Women’s Aid (BCWA) is an established charity that provides a range of specialist abuse support services to women, men and children across the Black Country. Our holistic, trauma-informed support enables victims to escape violence and abuse, cope with trauma and build resilience.**Black Country Rape and Sexual Violence Service**Black Country Rape and Sexual Violence Service is a specialist service supporting victims and survivors of sexual abuse. The service offers support to women, men and children who have experienced rape, sexual violence and childhood sexual abuse. Our support is available whether the abuse was recent or years ago, and whether or not the client chooses to report what happened to the police. We provide a trauma informed approach tailored to the needs of the client. The service covers the Black Country areas Sandwell, Walsall, Dudley & Wolverhampton.**The Independent Sexual Violence Advisor (ISVA) Job Role**Our specialist trained Independent Sexual Violence Advisors (ISVA) provide a frontline high quality service to victims that have experienced rape and sexual violence. The support is tailored to the individual needs of the client, using a trauma informed approach. The team use a range of different interventions to proactively engage clients in supporting them in their journey to recovery. This role requires an individual with compassion, empathy and excellent interpersonal skills. |

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| **Working for BCWA** |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organization and all it stands for.The post holder must possess the understanding, skills and commitment to challenge abuse and violence within our society, acknowledging that victims are faced with many barriers. 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 vulnerable adults, children and young people and expects all staff and volunteers to share this commitment.Employees must ensure that all practice is delivered within the framework of Safeguarding Adults and Children.All posts are subject to the Rehabilitations of Offenders Act (Exceptions Order) 1975. It will be necessary for a check to be made to the Disclosure and Barring Service for details of any previous criminal convictions.  |
| Equality and diversity  | BCWA is a feminist organisation devoted to equal opportunities and a fairer society where everyone has the opportunity to fulfil their potential and diversity is valued.BCWA will ensure that all employees, applicants for employment and volunteers are treated fairly and with respect at all stages of their employment or service.  |
| General Data Protection Regulation (GDPR) | BCWA is committed to protecting the rights and freedoms of all individuals in relation to the processing of their personal data. All employees are required to comply with GDPR procedures and principles. |

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| **Principal Duties** |
| 1 | Provide direct casework support, advice, information and empowerment to individuals experiencing sexual violence and abuse through telephone contact and face to face meetings. |
| 2 | Recognise, respect and address the needs of clients who face particular barriers when seeking help to access the advocacy service, including those from hard to reach groups. |
| 3 | Provide support to clients engaging with the Criminal Justice System, supporting with ABE (Achieving Best Evidence) interviews, and attendance at pre-trial visits and hearings. In addition to this, supporting with CICA claims and Victim’s Right to Review. |
| 4 | Deliver individually tailored evidence based interventions, including the ‘Beyond Trauma’ program, to provide support to survivors and, where appropriate, their families. |
| 5 | Undertake comprehensive risk assessments and completion of tailored support plans, ensuring all support offered is trauma focused and client needs-led. |
| 6 | Facilitation of group work, as and when needed, to raise awareness of the dynamics of sexual abuse, violence and trauma to empower victims. |
| 7 | Develop good working relationships and liaise with outside agencies about the risks and needs of victims when needed; this will include joint working and referrals to colleagues within BCWA or other external agencies where appropriate. |
| 8 | To be an active member of multi-agency networks and meetings, such as child protection conferences and core groups, maintaining good communications with other professionals involved and advocacy for the victim. |
| 9 | Record casework accurately and ensure that the administration of the caseload is always up to date. |
| 10 | Ensure that any issues in relation to safeguarding adults/children are brought to the immediate attention of the Senior ISVA/manager. |
| 11 | Ensure that the overall quality of service is working within external/national standards including, Lime Culture (ISVA National Qualification) and National Occupational Standards (NOS). |
| 12 | Attend regular case review meetings in order to communicate information regarding cases, in particular information sharing across a multi-agency platform where relevant. |

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| **General Duties** |
| 1  | Involve and encourage service user feedback and consultation in all aspects of the service. |
| 2 | To be fully compliant and remain up to date with BCWA’s policies and procedures, local and regional operational protocols and national legislation.  |
| 3 | To develop, maintain and represent positive, collaborative working relationships with external professionals and 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 and training as required, attend monthly supervision sessions and appraisals. |
| 5 | To participate in BCWA performance management processes within agreed timescales, providing robust outcomes and evaluation reports on progress within the role.  |
| 6 | Reporting to the service manager in line with the contract/service plan. |
| 7 | To ensure effective communication across all services and ensure that the service manager is informed at all times of any issues that impact effective service delivery. |
| 8 | To work within the organization’s quality assurance framework and ensure we provide a quality service to victims of abuse. |
| 9 | To develop innovative ways of working with victims of abuse based on good practice and evidence based research. |
| 10 | To support students, volunteers and apprentices as required. |
| 11 | To represent the organization positively contributing to local, regional and national strategy and events. |
| 12 | Maintain accurate and up to date records in line with organisational policies and procedures. |

# Person Specification

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| Qualifications and Experience | Essential Criteria | Desirable Criteria | How Measured* A – application
* I – interview
* T – test
* R – references
* E – evidence (ID, certificates)
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| 1 | Educated to minimum Level 3 or equivalent, with a good level of experience in Health and social care. GCSEs English and Mathematics – Grade C or above. | X |  | A, E |
| 2 | Independent Sexual Violence Advisor qualification and/or direct experience of working in sexual violence support. |  | X | A, E |
| 3 | Experience of working with adults, acknowledging safeguarding concerns and responding appropriately. | X |  | A, I |
| 4 | Experience of handling a caseload. | X |  | A, I |
| 5 | Experience of working with families with complex needs, such as mental health and substance misuse. | X |  | A, I  |
| 6 | Experience of using risk assessments and appropriate interventions tools to manage and identify risk.  | X |  | A, I |
| 7 | Experience of working/liaising within a multi-agency setting with a range of stakeholders and representing clients/organization an external meetings. | X |  | A, I  |
| 8 | Experience of preparing accurate reports for formal settings such as, case conferences or similar proceedings. |  | X | I |

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| Knowledge | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Understanding of motivational interviewing |  | X | I |
| 2 | Understanding of trauma informed approaches | X |  | A, I |
| 3 | Knowledge of the Violence Against Women and Girls Strategy and the gendered nature of violence.  | X |  | I |
| 4 | Have knowledge and experience of applying health and safety, GDPR compliance and management. | X |  | I |
| 5 | Have a comprehensive level of knowledge of relevant legislation and good practice requirements, particularly in safeguarding children. |  | X | I |
| 6 | Knowledge of the Criminal Justice System process. | X |  | I |
| 7 | Have knowledge of complex needs, including problematic substance use, mental health issues and harm reducing interventions. | X |  | A, I |
| 8 | Have knowledge of access to public funds and other entitlements relevant to this client group/vulnerable/homeless people. |  | X | I |
| 9 | Understand the principles of risk assessment, safety planning and risk management for victims of sexual abuse and their children. | X |  | A, I |

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| Skills and abilities  | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Demonstrable ability to use Microsoft Office (word, excel, outlook, access, teams) and other virtual platforms | X |  | A |
| 2 | Ability to work independently and within a team to meet targets and deadlines, problem-solve and respond to unplanned demands. | X |  | A, I |
| 3 | Maintain professional boundaries and know when to seek management guidance and support when required. | X |  | I |
| 4 | Excellent verbal and written communication skills, including concise report writing and presenting at multi-agency meetings. | X |  | A, I |
| 5 | Evidence of the ability to communicate effectively, build and develop relationships with partner agencies and clients through telephone, face to face and written reports. | X |  | I |
| 6 | Ability to communicate effectively with and advocate for vulnerable people, particularly those faced with barriers to accessing support, including language, cultural and other barriers. | X |  | I |
| 7 | Evidence of the ability to be calm and resilient whilst under pressure and to remain optimistic and persistent. | X |  | I |
| 8 | Evidence of the ability to build and develop supportive relationships with victims of abuse, showing sensitivity for others’ viewpoints and valuing diversity. | X |  | I |
| 9 | Ability to hold and manage a caseload and work to timescales (using a SMART approach). | X |  | I |

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| Personal Attributes | Essential Criteria | Desirable Criteria | How Measured |
| 1 | A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives |  | X | I |
| 2 | Uses a client-centred approach, demonstrating empathy, respect, trustworthiness and compassion | X |  | I |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering victims and survivors of abuse | X |  | I |
| 4 | Organised, proactive and consistent delivery of work | X |  | I, A |
| 5 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others | X |  | I |
| 6 | Evidence of personal resilience and aptitude for dealing with potentially distressing and highly emotional work | X |  | A, I |

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| Other Requirements | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Have a current driving license and access to a vehicle |  | X | E |
| 2 | Be willing to work unsociable hours, including evenings and weekends when required  |  | X | A, I |
| 3 | Eligible to work in the UK | x |  | E |

# Version control and Sign off

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| Job description produced by:  | Jasmine Adkins  | Date Produced | August 2021 |
| Job description reviewed and approved by: | Raveena Johal | Date Approved | August 2021 |