

# **POST DETAILS PACK**

**Senior Independent Sexual Violence Advisor (ISVA)**

**Fulltime post – 37 hours**

**(open to flexible working and job share applications)**

**SALARY:** £30,507 - £32,878

2 year contract (to be continued subject to funding)

SN is an equal opportunities employer

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

All posts require an enhanced DBS Disclosure

**Statement of Vision, Mission and Values**

**VISION:**

Survivors’ Network’s vision is of a world without sexual violence.

**MISSION:**

Our mission is to support and empower survivors of sexual violence and to work towards ending sexual violence in society.

**VALUES:**

At Survivors’ Network, we view people accessing our services as survivors, rather than victims. This does not ignore an individual’s experience of victimhood, but rather defines the basis upon which we begin all interactions with service users.

Activist: We will raise awareness of sexual violence, educate, challenge abuse, change behaviour and attitudes.

Connecting: We make connections at many different levels; with and between survivors, supporters, organisations and partnerships.

Survivor Centred: We are committed to survivors being involved at every level of our organisation and the service we provide. Survivors’ Network strives to create an accepting, listening, safe, non-judgemental environment which seeks to validate and understand the survivors’ experiences.

Feminist: We live in a patriarchal society and believe that sexual violence should be challenged from a feminist perspective. Because sexual violence is a gendered crime, we are a women-led organisation committed to offering women-only spaces and services. However, we recognise that sexual violence impacts on people of all genders in unique ways and work to build our services accordingly. We consider a trans inclusive feminism to be key to our values and central to our service. We consider the lack of services and funding for people of all genders to also be a feminist issue and look to build partnerships to address this.

Empowering: We believe that survivors are the expert of their own experience and discovery, and we strive to support them to make their own decisions about their lives. When people are empowered they find creative ways to resolve their own problems and contribute better to wider society.

Committed to Equality: We are committed to improving the accessibility of our services to reach all survivors, especially in relation to their legally protected characteristics (age, disability, ethnicity, gender identity, pregnancy or maternity, marriage/civil partnership status, religion or belief, sex, sexual orientation,).  Survivors’ Network is committed to identifying, understanding and breaking down barriers to participation and increasing opportunities and access to all our services and/or seeking funding for new services where need is identified.

**Job Description**

**JOB TITLE: Senior Independent Sexual Violence Advisor (ISVA)**

**Based:** This role will be based at our office in Brighton or Eastbourne with work across Sussex

**REPORTS TO: ISVA co-ordinator**

**ANNUAL LEAVE:** 5.6 weeks plus bank holidays plus additional days at Christmas

**PENSION:** 3% workplace contribution

**Purpose of Job**

This is a new role within our growing ISVA service. The Senior ISVA will be responsible for providing line and case management supervision for frontlineISVAs working with clients who are 16+ years old. They will also ensure the safe and effective running of the ISVA team and support the co-ordinator with the strategic development of the service.

**Responsibilities**

To support and supervise (line and case manage) a team of ISVAs within Survivors’ Network

To support the ISVA coordinator in the safe and effective running of the ISVA team

To ensure services are of a consistently high quality and are responsive to the needs of service users and the community

To ensure good safeguarding practice in the ISVA service

To support the ISVA co-ordinator with identified strategic responsibilities

To ensure that there is adequate cover in the event of staff absence

To promote Survivors' Network with relevant partners and raise awareness of the work of the Survivors' Network ISVA service and the needs of service users

**Overall Objectives**

To provide a non-therapeutic advocacy and support service (predominantly related to the criminal justice process) to people who have experienced any form of sexual violence at any point in their lives

To ensure the ongoing provision of high quality, effective and safe services to survivors of sexual violence

To provide line and case management supervision and support to the ISVA service

To work to ensure strong and effective partnerships with external stakeholders, including Police and Sexual Assault Referral Centre (SARC)

To represent Survivors’ Network in a professional manner

**Specific Duties**

**Management**

To provide effective line and case management supervision to the ISVAs including supporting staff development, addressing performance issues and ensuring that organisational policies are adhered to

To support with and contribute to the allocation of cases

To be the first point of contact for queries from the ISVAs in relation to best practice, safeguarding and processes

Ensure that staff are supported to collect robust data on clients and interventions

Ensure equality of access to the ISVA service and support the co-ordinator with any service developments to improve this

Support the co-ordinator with the response to or investigation of any complaints to the service

To support recruitment into the ISVA team (including the induction of new members of staff)

Providing quality assurance of the inputting and data collection

To support the co-ordinator with preparation of reports for funders

To arrange or provide cover for staff absences

To be a point of contact for ad hoc operational enquires from staff across the service teams and to support the on-call function as needed (support for volunteers and staff out of hours)

Service Development

To contribute to and provide input into service planning and development

Work with the co-ordinator to promote and develop the service in accordance with Survivors’ Network ethos and policies and in response to service user feedback.

## Maintain up to date knowledge on issues relevant to survivors of sexual violence

Raise awareness of Survivors’ Network services by delivering presentations, attending meetings at partner agencies, staffing stalls at events

## Maintain the profile of Survivors’ Network and contribute to the organisation’s marketing, profile and fundraising function

General Duties

Act in accordance with Survivors’ Network’s and BHSCP/ ESSCP’s policies and procedures.

Ensure the Survivors’ Network commitment to working within an Empowerment Model is central to the development and delivery of all services.

Attend and participate in regular training, staff meetings, supervision and other meetings as necessary within the Survivors’ Network team

Carry out occasional evening and/or weekend work as required.

Be committed to personal and professional development and undertake relevant training and CPD opportunities.

Carry out your own administrative duties

Undertake any duties consistent with the post as may be reasonably requested by your line manager, the CEO or the Board of Trustees.

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**

|  |  |
| --- | --- |
| **Essential Criteria** | **Assessed by** |
| Significant experience of working with vulnerable or traumatised individuals  Knowledge of the issues relating to sexual violence including the barriers survivors face in accessing services and how to address these  Experience of supervising staff or volunteers (including providing case management) in a role working with vulnerable people  Significant experience of working with safeguarding issues  Knowledge of the criminal justice system (particularly police and court procedures) and other options available to survivors of sexual violence  Experience of working in multi-agency settings including statutory and voluntary services, with an ongoing commitment to partnership working  Experience of maintaining confidential case files, founded in a working understanding of data protection and confidential working practices  Considerable experience in software packages eg Office  Experience of using an online case management system  Awareness of the impact of trauma and a commitment to providing a trauma-informed service  GENERAL:  Committed to personal development and having the ability to critically assess own performance and engage in reflective practice  Excellent written and oral communication skills  Self motivated and focused on delivering high quality services with an ability to function effectively in high-pressure situations  Commitment to self care and maintaining appropriate professional boundaries  Ability to think creatively and show initiative  Commitment to the vision, mission and values of Survivors' Network  Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism. | Application and interview |
| **Desirable Criteria** | **Assessed by** |
| ISVA or relevant professional qualification  Experience of supporting staff through a period of change and an awareness of change management | Application and interview |