



## Job Description

### Survivors' Network Vision

Uniting to confront sexual violence, abuse and harassment so that no one has to face the impacts alone

### Survivors' Network Mission

- Delivering accessible, survivor-centred services across Sussex
- Empowering our communities to stand up against sexual violence, abuse and harassment through education, training and campaigning
- Demonstrating and advocating for intersectional feminist leadership

<b>Job Title</b>	Independent Sexual Violence Advisor (ISVA) x2
<b>Reports to</b>	ISVA Manager
<b>Location</b>	A combination of home-based working, working from our offices in Brighton and/or Eastbourne, and working in community settings, e.g. Police station
<b>Hours</b>	30 hours per week
<b>Contract term</b>	1 post is fixed term of 1 year, 1 post is Maternity leave cover – provisional term until February 2026
<b>Pay Scale</b>	SP23-25 - (£30,016 - £32,003) pro-rata
<b>Date issued</b>	21 <sup>st</sup> January 2025

### Job Purpose

The ISVA's role is to provide emotional support, information and practical advocacy support to adult survivors of sexual violence (of any gender) primarily through the criminal justice process. They will provide a safe and trauma-informed response to their clients, ensuring that they understand their rights and the options open to them. Though their support is principally focused on the criminal justice system, ISVAs will link clients in with additional support from other agencies to ensure that all their identified support needs are met.

### Duties and Responsibilities

#### Operational Delivery

- Manage a caseload of clients who have experienced sexual violence and maintain case files and records using an online case management system
- Support and advocate for clients throughout the police and criminal justice systems; ensuring that their welfare and needs are central to the entire process

- Assess risk and support needs of clients and make appropriate referrals to health, welfare, benefits, housing, legal and other services as required
- Help clients understand and access their full legal and other rights and make informed choices about options open to them
- Provide support and facilitate access for clients who want to report to the SARC or police services
- Work within a multi-agency setting to provide individual advocacy for the rights of the client
- Facilitate appropriate safeguarding referrals and keep other agencies informed about important changes in a client's situation within agreed protocols and policies
- Help clients to develop their own support network and access appropriate therapeutic interventions.

#### **Strategic Development**

- Work with the ISVA team to promote and develop the service in accordance with Survivors' Network policies and ethos and liaise with other agencies as appropriate
- Maintain up to date knowledge on issues relevant to survivors of sexual violence
- Represent Survivors' Network at relevant multi-agency meetings and forums as necessary and in discussion with the ISVA Team and other Survivors' Network services
- Maintain the profile of Survivors' Network and contribute to the organisation's marketing and profile
- Support with institutional advocacy to relevant agencies
- Take responsibility for lead area(s) of work: looking at best practice within the team/organisation, linking in with relevant agencies and undertaking additional training to support this piece work

#### **General Duties**



- Act in accordance with Survivors' Network's and the local authorities' child and adult safeguarding 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.**

## Person Specification

Assessment Area	Criteria	Desirable (D) / Essential (E)	Method of Assessment (*A,I,T)
<b>Qualifications</b>	ISVA or relevant professional qualification	<b>D</b>	<b>A, I</b>
<b>Role Specific Skills &amp; Experience</b>	Experience of working with vulnerable and/or traumatised individuals	<b>E</b>	<b>A, I</b>
	Knowledge of the issues relating to sexual violence including the barriers survivors face in accessing services and how to address these	<b>D</b>	<b>A, I</b>
	Experience of working with safeguarding issues	<b>E</b>	<b>A, I</b>
	Experience of carrying out risk assessments, safety and support planning	<b>E</b>	<b>A, I</b>
	Knowledge of the criminal justice system (particularly police and court procedures) and other options available to survivors of sexual violence	<b>E</b>	<b>A, I</b>
	Experience of working in multi-agency settings including statutory and voluntary services, with an ongoing commitment to partnership working	<b>E</b>	<b>A, I</b>
	Experience of maintaining confidential case files, founded in a working understanding of data protection and confidential working practices	<b>E</b>	<b>A, I</b>
	Considerable experience in software packages e.g. Office	<b>E</b>	<b>A, I</b>
	Awareness of the impact of trauma and a commitment to providing a trauma-informed service	<b>E</b>	<b>A, I</b>



Survivors'  
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<b>General Skills and Professional Behaviours</b>	Committed to personal development and having the ability to critically assess own performance and engage in reflective practice	<b>E</b>	<b>A, I</b>
	Excellent written and oral communication skills	<b>E</b>	<b>A, I</b>
	Self-motivated and focused on delivering high quality services with an ability to function effectively in high-pressure situations	<b>E</b>	<b>A, I</b>
	Commitment to self-care and maintaining appropriate professional boundaries	<b>E</b>	<b>A, I</b>
	Ability to think creatively and show initiative	<b>E</b>	<b>A, I</b>
	Commitment to the vision, mission and values of Survivors' Network	<b>E</b>	<b>A, I</b>
	Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism	<b>E</b>	<b>A, I</b>

\***A** Application; **I** Interview; **T** Test