

Job Description

Role Title	Independent Sexual Violence Advisor (ISVA)
Salary	ISVA in training £25,991, increasing to £27,041 once qualified
Type of Post	Full Time – 37.5 hrs per week (worked Monday-Friday)

Role Function
<p>The role is to offer practical support to anyone aged 18 and over who has experienced sexual violence/abuse.</p> <p>To work within a multi-agency setting to assist survivors/victims to access appropriate support such as housing, benefits, health services etc.</p> <p>To support those who wish to report to Police, through the criminal justice process, including liaising with the Police and any other criminal justice agency.</p>

Supervisory Responsibility	Staff Indirectly Supervised
Nil	Nil

Role Requirements
<p>For All Clients:</p> <ul style="list-style-type: none"> • Conduct risk and needs assessments, care, support and safety plans and action taken, record accurately all support provided and where known, the outcomes of that support, and record all onward referrals to agencies or organisations • To undertake effective signposting and referrals to facilitate appropriate support for each survivor/victim as necessary • Provide face to face, online and telephone support (non therapeutic) to survivors/victims and their supporters where appropriate. • To keep accurate and confidential records of all contacts with survivors/victims and relevant agencies involved in the support of the survivor/victim in line with NSVSS's relevant policies and Data Protection/GDPR legislation • Help survivors/victims develop their own support network • Knowledge of safeguarding legislation and best practice • Consider child protection issues when engaging with survivors/victims especially those assaulted in a domestic setting, and follow child protection policies and procedures. • To have sound knowledge of local support services, e.g. mental health, health, housing, benefits, substance misuse etc.

Role Requirements

Additionally, if the survivor/victim reports to the Police:

- Support survivor/victim through the criminal justice system.
- Support the survivor/victim during the trial phase in conjunction with other victim and witness services.
- Liaise with the Police/CPS on behalf of the survivor/victim, with the survivors/victims consent and adhering to the confidentiality policy in relation to the release of information.
- To participate as required in special measures arrangements with the Police, CPS and Witness Support.
- To understand and support the need for some survivors/victims to access special measures to give their best evidence at trial.
- To have an understanding of the criminal justice process in relation to Rape and Serious Sex offences (RASSO)

General Requirements:

- Maintain and monitor records of all cases in accordance with requirements.
- Follow procedures and protocols with other services so that the safety of the survivor/victim is kept central to any process.
- To adhere to NSVSS policies, procedures and protocols at all times and work in accordance with line management instructions
- To attend external and internal training events/seminars and workshops by way of commitment to ongoing continued professional development (CPD)
- To work effectively and respectfully as part of a team, and when required under own initiative
- Note and feedback to other agencies any consistent difficulties survivors/victims are having accessing their service.
- Contribute to the development of the service policies, protocols, guidelines and strategies within the area of practice as required.
- To develop and maintain effective communication systems with key partners including the Police, CPS, Court, Social Services, Education, Primary Care Trust (mental and sexual health), Victim Support, Witness Service, voluntary sector organisations, CAFCASS.
- To participate in team meetings and peer review.
- To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
- To promote education and discussion in relation to sexual violence and its effects, and on occasion to assist with any campaigns/events as required

Role Requirements

- To attend as required all internal (and external) meetings where possible
- To have a clear understanding of the myths and facts of sexual violence/abuse, rape trauma syndrome, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
- To be fully aware of resources available regarding interpreters, signers etc.
- To work from home in a confidential environment when required
- To work from various outreach locations within Nottingham(shire)
- To be able to travel around the county and be flexible as to working some unsociable hours, when necessary
- To undertake relevant training appropriate to the role. This may include completion of an ISVA accredited program.
- Engaging and liaising with different groups within the community, including positive multiagency working with other specialist services within those communities
- Any other duty as required by line manager commensurate with the post

This job description is a broad overview only, allowing scope for initiative in improving services and the general operation of Nott's SVSS. This job description will be viewed on a regular basis.