

# JOB DESCRIPTION

<b>Job Title:</b>	Independent Sexual Violence Advisor (North London Rape Crisis)
<b>Responsible To:</b>	North London Rape Crisis Service Manager
<b>Conditions of Service:</b>	<ul style="list-style-type: none"> <li>• 37.5 hours per week</li> <li>• 25 days annual leave rising to 30 days per annum</li> <li>• Public Holidays</li> <li>• 6 month probationary period</li> <li>• 3% matched contribution to SWA stakeholder pension scheme</li> </ul>
<b>Salary:</b>	<p>Qualified applicants (with an accredited VAWG /domestic abuse qualification/ dependent on experience): £26,000 – 28,500 per annum</p> <p>Unqualified applicants, dependent on experience: £24,500 – £25,500 per annum with the potential to gain a qualification and move to the qualified band.</p> <p>Only relevant domestic abuse qualifications considered.</p>
<b>Contract:</b>	Permanent
<b>Location:</b>	You will be co-located at an organisation in either Kensington & Chelsea, work 1-2 days from our head office in Islington

## Main Purpose of Job

To work within a multi-disciplinary team providing proactive crisis intervention, advocacy and support to female survivors (age 13+) of any form of sexual violence including child sexual abuse, recent and non-recent rape, sexual assault, women involved in prostitution, trafficking and child sexual exploitation both within and outside of the Criminal Justice System.

This Independent Sexual Violence Advisor role is part of the Angelou Partnership which is composed of 8 different specialist organisations. The Angelou Partnership successfully won the contract for an exciting new range of services seeking to counteract Violence Against Women and Girls (VAWG) in the three borough area (Kensington and Chelsea, Westminster and Hammersmith and Fulham). This will include sexual violence, FGM, forced marriage, honour based violence and work with younger women.

This post is partly co-located with the Sapphire Unit and a local borough Children's Centre.

## Key Tasks and Responsibilities

### 1. Needs assessment and Support

- a) Conduct holistic needs and risk assessments for all clients
- b) Provide information and advice around options and rights
- c) Signpost and refer clients as appropriate
- d) Consider adult and child safeguarding issues when engaging with clients and follow pan-London Safeguarding Procedures and SWA Child and Adult Protection policies
- e) Make supported referrals to enable access to therapeutic, health, drug and alcohol, and other support services, including locally available and internal body therapy and counselling services
- f) Provide support to access sexual health screening and follow up – accompany woman to Haven or sexual health clinic if needed

### 2. Support through the Criminal Justice System

Provide information, advice and support to clients in relation to the criminal justice system, from report to court and post-trial as necessary

- a) Provide information and advice on making a decision to report to the police, the investigation process, suspect identification, and support to clients during reporting
- b) Provide information, advice and support on Havens services including forensic medical examinations and early evidence collection
- c) Liaise with the Sexual Offences Investigative Techniques Trained Officer (SOIT) and CPS to obtain and relay information on case progress to client in line with the requirements of the Victims Code of Practice
- d) Provide advice and information on the prosecution process, court proceedings and giving evidence
- e) Support client at court through the trial process and giving evidence. This includes providing information about the role of a witness, the outline of a trial at both Crown Court and Magistrates Court, giving evidence, special measures, attendance at court with clients for pre-court visits and trial

- f) Liaise with Witness Care Unit, Witness Service and the Vulnerable and Intimidated Witness Service
- g) Provide information on the Criminal Injuries Compensation Scheme
- h) Provide support post-trial to process ending

### 3. Monitoring and Case Management

- a) Ensure timely updates of case notes on database including all signposts and referrals made
- b) Ensure all cases are managed via prioritisation of need and in line with service standards
- c) Monitor and evaluate the effectiveness of the service
- d) Participate in weekly case review meetings
- e) Uphold confidentiality and client safety at all times with particular consideration when co-located
- f) Ensure that clients are informed of opportunities to be involved in SWA service user events including service user social activities and consultation events

### 4. Training and Partnership development

- a) Ensure good referral pathways into the service from partner agencies in the Angelou partnership and a range of statutory and voluntary sector agencies across the Tri-borough area
- b) Develop and maintain effective communication systems with key partners including the Community Safety and Sapphire police units, Havens/Sexual Assault Referral Centres, CPS, court service, children and adult social care services, education, Health (mental and sexual health), Victim Support, Witness Service, Witness Care Unit, voluntary sector organisations
- c) Provide specialist advice to other workers and agencies, including participation in delivery of training sessions
- d) Represent the Rape Crisis Service at a range of forums, including Tri-borough multi-agency meetings.

## 5. Other Duties

The post holder is also expected to:

- a) Attend full staff and team meetings
- b) Work flexibly as agreed within the team to meet the demands of the service – this may involve some evening and weekend work or covering helpline shifts when other staff are on annual leave.
- e) Maintain confidentiality in all matters relating to SWA
- f) Avail of training opportunities as agreed with your line manager at induction, appraisal or supervision
- g) Positively promote SWA, Women's Aid and Rape Crisis
- h) Implement and abide by all SWA's policies and procedures
- i) Undertake other related duties that the Service Manager deems appropriate and /or necessary
- j) To contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

# PERSON SPECIFICATION

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for **each** of the Person Specification criteria.

<b>Experience</b>	Experience of working with women who have experienced sexual violence
	Experience of working with a diverse client group and staff team, and developing anti-discriminatory practice
	Experience of supporting women and girls to access criminal justice or civil legal systems
	Experience of managing a busy caseload
	Experience of service monitoring and evaluation including maintaining systems for data collection, analysing data, monitoring of soft outcomes and writing reports for funders, managers, and others as requested
<b>Knowledge + Understanding</b>	A clear understanding of the myths and facts of sexual and domestic violence, trauma and the long-term mental health effects of sexual violence
	An understanding of the effects of and issues facing women who have experienced sexual and domestic violence
	Knowledge of the particular needs of women from diverse communities and the barriers to accessing support particularly women from BAMER communities, women with mental health issues, young women, women with drug and alcohol issues and lesbian, bisexual and transgender women
	A working knowledge of legislation (including Criminal and Civil Law), housing, welfare benefits and how these relate to sexual violence
	Knowledge of the Criminal Justice System, including Court and police procedures relating to sexual violence
	Independent Sexual Violence Advocate (ISVA) trained and accredited (desirable)
<b>Skills + Abilities</b>	Ability to quickly form good working relationships with clients and maintain professional boundaries while offering non-directive and empathic support
	Ability to communicate with women from a range of backgrounds, including the appropriate use of interpreters when required
	Ability to speak a language other than English is desirable
	Ability to assess and prioritise need and risk and deal with complex issues faced by women who have experienced sexual violence
	Ability to liaise appropriately and communicate clearly with a variety of statutory and voluntary agencies and to participate in case conferences



	Ability to build and maintain good working relationships with external partner agencies, including establishing referral pathways and safe sharing of information
	Excellent written and verbal communication skills
	Good organisational and ICT skills including the ability to be self-servicing, use relevant IT packages and maintain an efficient case recording system
<b>Values + Ethos</b>	A thorough understanding of anti- discriminatory work and practice
	A commitment to the values and ethos of Solace Women's Aid
	A commitment to fostering innovation in working practice
	A flexible approach to your work
	A commitment to respecting and valuing service users' perspectives and involvement in Solace