

here  
for  
you

**RAPE AND  
SEXUAL ABUSE CENTRE  
GLOUCESTERSHIRE**

**Gloucestershire Rape and Sexual Abuse Centre (GRASAC) ISVA**

**Salary:** £24,000 pro rata

**Hours:** 22.5 hours per week

**Responsible to:** GRASAC Service Director

**Office Base:** Gloucester: both within GRASAC and some outreach work is required across Gloucestershire

**Fixed Term Contract:** 12 months from start date

**Pension:** 6% contribution by employer

**Annual Leave:** 25 days plus bank holidays pro rata

**Other Information:**

- Post is restricted to women under Schedule 9, part 1, Equalities Act 2010
- Applicants will undergo an enhanced Disclosure and Barring Service (DBS) check, along with level 2 police vetting, and confidential disclosure forms will be taken up from all shortlisted applicants
- The post involves flexible working hours, with up to one evening per week
- A clean driving licence and daily access to own transport is essential
- Closing date for applications: **Monday 21<sup>st</sup> May at 5pm**
- Email completed applications to [Laura@glosrasac.org.uk](mailto:Laura@glosrasac.org.uk)

## **Equal opportunities statement:**

GRASAC is striving to be an equal opportunities employer and we welcome applications from women from all sections of the community. Our current premises are wheelchair accessible and we will make reasonable adjustments to the working environment as required.

## **Purpose of role:**

- To provide practical and emotional support to victims / survivors of sexual violence through the criminal justice process (CJS) and beyond, offering individual support and advocacy services and tracking cases through the CJS.
- To communicate with police officers, witness services and prosecuting counsel in providing appropriate and consistent support to enable clients to continue through the CJS and to access health and psychological services as needed.
- To advocate on behalf of clients in their best interest whilst remaining professional at all times
- To work as part of a team within the SARC and GRASAC working with forensic physicians, other ISVA's, counsellors, crisis workers, and volunteers in the delivery of high standards of service to all clients and partner agencies.

## **Key responsibilities:**

### **ISVA role**

- 1) To provide telephone and face to face support to clients referred to the SARC within the context of a non-judgemental and confidential service. Being able to refer to GRASAC ongoing support services, relevant counselling services, external agencies and other healthcare services where appropriate following a support needs and risk assessment to ensure client safety.  
The ISVA will:
  - risk assess and help clients keep safe
  - support clients to access their rights
  - support clients to access health and other services they require
  - keep clients informed of case progress
  - Ability to keep accurate, up to date and factual records of client contacts
  - provide support through the CJS.
- 2) To contact all clients within 72 hours of initial attendance at the SARC for forensic examination and then at agreed intervals until the case is concluded, other support identified, or at the client's request.

- 3) To advise the client of the context of services within the CJS
- 4) To complete a support and needs assessment with each client
- 5) To provide face to face and telephone support to clients, their friends and family where appropriate
- 6) Liaison with the police and other criminal justice agencies on behalf of the client, with the clients consent, and adhering to confidentiality policies. This will include liaison with investigating officers in relation to witness statements, case progression and court results.
- 7) Providing support for clients during the trial phase of proceedings in conjunction with Victim Support and Witness Care Services.
- 8) Provide information and support to clients in relation to Criminal Injuries Compensation.
- 9) To liaise on a regular basis with the SARC Centre Manager in respect of the ISVA day to day work load and with any case management issues.
- 10) To know the support services available for victims / survivors of sexual violence and help them to access them.
- 11) To understand the Gloucestershire Safeguarding procedures for vulnerable adults and children and be expected to work within these procedures.
- 12) To exercise professional judgment in relation to confidential information and decisions relating to child protection or public safety.
- 13) To be responsible for the management of own workload through liaison with the SARC.
- 14) To prioritise, assess, plan, evaluate and deliver all relevant aspects of care to an agreed and expected high standard.
- 15) To work closely with the multi-disciplinary team.
- 16) To be responsible for ensuring that victims /survivors who attend the SARC understand processes and procedures in order to gain informed consent.
- 17) To adhere to case management protocols for all victims / survivors attending the SARC so that follow up is completed.
- 18) To liaise with sexual health services to arrange follow-up as necessary
- 19) To participate in debriefs where necessary
- 20) To maintain professional competencies through Personal Development

Reviews / Annual Appraisals and ongoing line management and supervision.

21) To use the relevant systems for the storage of personally recorded information and input of data for collection of statistics.

22) To carry out audit and monitoring for each SARC attendee

### **Quality Assurance**

- To ensure that the services provided are within agreed organisational policy and process
- To proactively maintain professional knowledge and practice and attend and contribute to team meetings
- To ensure compliance and responsiveness to child and adult safeguarding policies and procedures

### **Monitoring and Evaluation**

- To work alongside the GRASAC team to ensure that all service activity is recorded, monitored and evaluated
- To work to all agreed monitoring and evaluation procedures and to contribute to their continual improvement
- To provide specific data as required and to write reports on service delivery as necessary

### **Communication**

- To ensure effective communication of information within GRASAC resulting in an accessible, reliable and smooth running service for all service users.
- To promote a positive view of GRASAC when interacting with external partners and stakeholder

### **Other**

- Engage with line management, clinical supervision, training, personal development and wellbeing, using opportunities provided by GRASAC to do so
- Work in partnership with Rape Crisis England & Wales and other rape crisis centres as necessary
- Any other reasonable task commensurate with this post

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Training and Experience</b>	<p>A good standard of education at degree level or equivalent</p> <p>2 years' experience of delivering direct emotional support to service users with complex emotional health and wellbeing needs</p> <p>Experience of delivering outcome-focused support</p> <p>Experience of building positive relationships with service users</p> <p>Experience of assessing need and using referral pathways</p> <p>Experience of working with victims of sexual violence</p> <p>Experience of multi-disciplinary working e.g. colleagues in mental health, social care and the police</p>	<p>A professional qualification; ISVA, IDVA, Mental health, therapeutic support / counselling etc.</p> <p>Experience of working with volunteers</p>
<b>Skills and Abilities</b>	<p>A sensitive, empathic and mature approach to working with victims of sexual violence</p> <p>Have an ability to work confidently and sensitively with people from a range of diverse backgrounds</p> <p>Confidence in working with distressed people and the ability to inspire confidence in others.</p> <p>Ability to manage a case load of service users with a variety of complex needs</p> <p>Clear and effective verbal and written communication skills</p> <p>Ability to manage lone working and maintaining communication within a team</p> <p>High standards of practice and presentation of work</p>	

	<p>Ability to maintain up to date records and to collate and input monitoring and evaluation data</p> <p>Competence in using Microsoft office applications</p>	
<b>Knowledge</b>	<p>Comprehensive understanding of the impacts of sexual violence</p> <p>Knowledge and understanding of the criminal justice system</p> <p>Knowledge of child protection issues, safeguarding, legislation and adult safeguarding.</p> <p>Understanding of and commitment to the feminist perspective of sexual violence held by GRASAC</p> <p>Knowledge of and commitment to equal opportunities and anti-discriminatory practice</p> <p>Comprehensive knowledge of the short and long term effects of trauma and strategies for working with this to support survivors to cope and recover</p>	
<b>Personal Traits</b>	<p>A Creative and flexible approach</p> <p>Ability to work as part of a small team</p> <p>Excellent verbal and non-verbal communication skills</p> <p>Passionate about supporting women &amp; girls who have experienced sexual violence</p> <p>Commitment to own wellbeing and able to source support or ask for assistance</p> <p>Commitment to continuing own professional development</p>	

	Strong crisis management skills, methodical and well organised.	
<b>Other</b>	Clean driving licence and access to own vehicle  Eligible to work in the UK  Willingness to access training relating to duties  Able to travel as required	