

here  
for  
you

**RAPE AND  
SEXUAL ABUSE CENTRE  
GLOUCESTERSHIRE**

**Independent Sexual Violence Advisor  
(Complex Needs)**

**Salary:** £25, 591 Per annum

**Hours:** 30 hours per week

**Responsible to:** ISVA Team Leader/Service Manager

**Office Base:** On the outskirts of Gloucester: both within GRASAC and some outreach work is required across Gloucestershire.

**Fixed Term Contract:** 1 year from the commencement date.

**Pension:** 6% contribution by the employer and 5% contribution by the employee

**Annual Leave:** 27 days plus bank holidays

**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.
- The post involves flexible working hours, with occasional evenings and weekends
- A clean driving licence and daily access to own transport is essential
- The closing date for this role is: Friday 8<sup>th</sup> July
- Interviews will be held on: Thursday 14<sup>th</sup> July
- Email completed applications to [laura@glosrasac.org.uk](mailto:laura@glosrasac.org.uk)

**Full training will be provided to undertake the role successfully. This will include ISVA Training, shadowing peers, regular ongoing CPD and clinical supervision.**

**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 work within the Home Office ISVA guidelines.
- To provide practical and emotional support to adults affected by sexual violence.
- The post will have an emphasis on supporting clients with additional complex support needs. This could include clients who are deemed as high risk due to their mental health, self injury, suicidal ideation or substance misuse.
- To communicate with police officers, witness services and crown prosecution service in providing appropriate and consistent support to enable clients to continue through the Criminal Justice Service and to access health and psychological services as needed.
- To advocate on behalf of clients in their best interest.
- To work as part of a team within GRASAC with other ISVAs, specialist support workers, and volunteers in the delivery of high standards of service to all clients and partner agencies.

**Key responsibilities following initial training:**

**ISVA role**

- 1) To provide telephone, text, video and face to face support to adults referred to GRASAC 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:

- Keep accurate, up to date and factual records of client contacts.

- 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.
- provide support through the Criminal Justice System (CJS) and beyond

2) Liaise with the police and other criminal justice agencies on behalf of the client, with the clients' consent (where possible), and adhering to confidentiality policies. This will include liaising with investigating officers in relation to witness statements, case progression and court results.

3) To complete a support and needs assessment with each client.

4) To provide face to face, telephone, text support to clients, and their family where appropriate.

5) Provide support for clients during the trial phase of proceedings in conjunction with other Victim Services.

6) Provide information and support to clients in relation to Criminal Injuries Compensation.

7) To know the support services available for victims / survivors of sexual violence and help clients to access them.

8) To understand the Gloucestershire Safeguarding procedures for vulnerable children and be expected to work within them.

9) To exercise professional judgment in relation to confidential information and decisions relating to child protection or public safety.

10) To be responsible for the management of own workload through 1-1 case supervision with the ISVA Team Leader

11) To prioritise, assess, plan, evaluate and deliver all relevant aspects of support to an agreed and expected high standard.

12) To work closely with the multi-disciplinary teams within the context of safeguarding.

13) To be responsible for ensuring that victims /survivors who contact GRASAC understand processes and procedures in order to gain informed consent.

14) To participate in helpline debriefs as per scheduled rota.

### **Prevention/Development Work**

- 1) To have input into information and training sessions for schools and colleges on the support and delivery of the Healthy Sexual Relationships and Consent resource.
- 2) To attend volunteer support meetings, team meetings and other meetings within GRASAC as required.

### **Quality Assurance/Training**

- 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.
- To maintain professional competencies through personal development reviews / annual appraisals and ongoing line management and supervision.
- Undertake opportunities for CPD.
- Engage with line management, clinical supervision, training, personal development and wellbeing, using opportunities provided by GRASAC to do so.

### **Case Recording following initial training period**

- 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 case studies on service delivery as necessary.
- To use the relevant systems for the storage of personally recorded information and input of data for collection of statistics.

### **Communication**

- To promote a positive view of GRASAC when interacting with external partners and stakeholder
- To promote a positive view of GRASAC when working with team members and colleagues at GRASAC

## Person Specification

<b>Criteria: E=essential      D=desirable</b>	<b>E/D</b>
<b>Qualification, Training and Experience</b>	
A good standard of education at degree level or equivalent.	<b>E</b>
A minimum of 1 year's experience of delivering direct emotional support to people with emotional health and wellbeing needs, including complex needs	<b>E</b>
Experience of building positive professional relationships with clients.	<b>E</b>
Experience of assessing needs and using referral pathways.	<b>E</b>
Experience of multi-disciplinary working e.g. colleagues in mental health, social care and the police.	<b>E</b>
A professional qualification; ISVA, IDVA, CHISVA, Mental health, therapeutic support / counselling etc.	<b>D</b>
Knowledge and understanding of the criminal justice system.	<b>D</b>
Comprehensive knowledge of the short and long term effects of trauma and strategies for working with this to support survivors to cope and recover.	<b>D</b>
Experience of working within the voluntary sector.	<b>D</b>
Experience of working with victims/survivors of sexual violence.	<b>D</b>
<b>Skills and Abilities</b>	
Experience of working with distressed individuals.	<b>E</b>
A sensitive, empathic and mature approach to working with clients.	<b>E</b>
Ability to manage a case load of clients with a variety of complex needs.	<b>E</b>
Clear and effective verbal and written communication skills.	<b>E</b>
Ability to manage lone working and maintaining communication within a team.	<b>E</b>
High standards of practice and presentation of work following training period.	<b>E</b>
Ability to maintain up to date records and to collate and input monitoring and evaluation data.	<b>E</b>

Competence in using Microsoft office applications (SharePoint, excel, word, outlook).	E
Have an ability to work confidently and sensitively with people from a range of diverse backgrounds.	
<b>Knowledge</b>	
Knowledge of child and adult protection issues, safeguarding, legislation and adult safeguarding.	E
Knowledge of and commitment to equal opportunities and anti-discriminatory practice.	E
Comprehensive understanding of the impacts of sexual violence,	D
Understanding of and commitment to the feminist perspective of sexual violence held by GRASAC.	
<b>Personal Traits</b>	
A creative and flexible approach.	E
Ability to work as part of a team.	E
Excellent verbal and non-verbal communication skills.	E
Passionate about supporting people who have experienced sexual violence.	E
Commitment to own wellbeing and able to source support or ask for assistance.	E
Commitment to continuing own professional development.	E
Strong crisis management skills, methodical and well organised.	E
<b>Other</b>	
Clean driving licence and access to own vehicle.	E
Eligible to work in the UK.	E
Willingness to access training relating to duties.	E
Able to travel as required.	E