



**JOB DESCRIPTION – FEMALE\* INDEPENDENT SEXUAL VIOLENCE ADVOCATE (ISVA)**

<p><b>POST TITLE:</b></p> <p><b>Female* Independent Sexual Violence Advocate (ISVA)</b></p> <p>*Genuine occupational requirement in accordance With Schedule 9 (part 1) of the Equality Act 2010</p> <p><b>PART- TIME: 18.5 hours per week</b></p>	<p><b>Salary:</b></p> <p>GRADE 7: £22,221 pro rata (Unaccredited)</p> <p>GRADE 8: £26,276 pro rata (On completion or prior attainment of relevant role-related accreditation)</p>
<p><b>Contract to March 2021</b>, continuation subject to funding.</p>	
<p><b>LOCATION &amp; TRAVEL</b></p> <p>This post is usually based in Portsmouth. Remote/home working is temporarily in place due to COVID-19, with office space available for those who cannot work remotely.</p> <p>We support clients across Portsmouth, Havant, Fareham and Gosport. As such, regular local travel will be required. <b>Please note: use of your own vehicle is an essential requirement of this post.</b></p>	
<p><b>ROLE OUTLINE</b></p> <p>To provide high quality, proactive (non- therapeutic) support to victims of sexual violence (aged 18+), particularly through the criminal justice process. To assess each client’s individual needs, inform them about their options, support them in accessing relevant services, and keep them informed about the progress of their case. To work within a multi-agency framework and local partnership responses to sexual violence and abuse.</p> <p><b>Responsible to: Service Manager</b></p>	
<p><b>MAIN DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Take the role of ISVA within the Aurora service, working with clients who have experienced sexual violence and providing face to face and telephone support.</li> <li>2. Manage a case load ensuring each client receives the appropriate service individual to their needs, both at the time of crisis and in the longer term, to include: <ul style="list-style-type: none"> <li>• Identifying the support needs of each individual client via a holistic assessment process.</li> <li>• Providing information and support, with a focus on enabling your clients to make informed choices about the options available to them.</li> <li>• Supporting your clients through the criminal justice process, including support and attendance at court, as required.</li> <li>• Advocating on behalf of your clients with other agencies as required, maintaining an independent role, and ensuring that their needs remain central at all times.</li> <li>• Working within a multi-agency framework, and liaising with other statutory and voluntary agencies.</li> </ul> </li> <li>3. Provide information and support in relation to Criminal Injuries Compensation</li> </ol>	

4. Attend relevant multi-agency meetings as required
5. Consider safeguarding issues and follow organisational safeguarding policy at all times.
6. Be proactive with your line manager in carrying out regular case reviews, which feed back into action planning to further progress, signpost or close cases
7. Maintain accurate and confidential case management records using the database and contribute to data collection and contract reporting information for the service, as directed by the Service Manager.
8. Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
9. Support colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for victims of sexual violence.
10. Contribute to duty telephone cover at the main (Portsmouth) office, on a rota basis (operating remotely during COVID-19)
11. Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.

### **Organisation**

Aurora New Dawn is managed by the Chief Executive Officer

The line management for this post is undertaken by the Service Manager

The service is Registered Charity and has a board of trustees and a full constitution to adhere to.

### **Corporate Responsibilities**

1. The above range of duties and responsibilities is not exhaustive: post holders will be expected to perform work of a similar level and responsibility when requested to do so.
2. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
3. Observe duty to all Health and Safety rules and take all reasonable care to promote the health and safety of yourself and others.
4. Act in a way that supports and promotes Aurora New Dawn's Equal Opportunities Policy, which aims to ensure everyone has equal treatment and equal access to employment and services.
5. Contribute to Best value by working in an effective, efficient and economic way, and to suggest and implement improved ways of working wherever possible.

### **IT Security**

All staff must strictly adhere to current Aurora New Dawn policy on IT security as instructed by Chief Executive. Any breach of this policy could invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal.

### **Confidentiality of Information**

Any information which staff have access to as a result of their employment with Aurora New Dawn must be regarded as confidential and must not under any circumstances be divulged to a third party without the appropriate authority (not even to relatives or close friends). If it is found that a member of staff has divulged such information, it may be appropriate to invoke the Aurora New Dawn disciplinary procedures, which could result in dismissal. All staff must be vigilant and careful to ensure that all information which they have access to remains confidential.

### **Customer Service**

All Aurora New Dawn employees must be committed to Customer Service with both internal and external clients. It is essential to maintain a high level of competence in this area.

**This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment**

## PERSON SPECIFICATION – ISVA

### 1. KNOWLEDGE, SKILLS AND ABILITIES

**It is essential that the post holder has the following:**

- An excellent understanding of sexual violence, including the impact on victims, their families and their children.
- Good knowledge of civil and criminal justice remedies for victims of sexual violence.
- An ability to assess individual support needs, and develop clear support plans to address these needs
- Excellent communication, negotiation and advisory skills - both written and verbal - when interacting with a range of agencies and individuals.
- Strong crisis management skills and the ability to deal with stressful and difficult situations.
- An understanding of safeguarding issues, and the legal responsibilities surrounding these.
- An understanding of the remits and resources of relevant statutory bodies and voluntary agencies.
- Both an understanding of, and commitment to, equal opportunities and diversity issues in policy and practice.
- Ability to work effectively both independently and as part of a team.
- Computer literacy skills and experience of working with databases and spreadsheets.
- An ability to travel locally, and occasionally nationally.
- Use of a vehicle and a full, clean, UK driving license. **Please note: due to the nature of the post it is an essential requirement that applicants are able to drive.**

### 2. EXPERIENCE

**You are required to have experience of:**

- Working with people experiencing sexual violence, whether in a paid or voluntary capacity
- Managing a caseload, and doing this to a high standard ensuring the needs of clients across your caseload are addressed and reviewed regularly.
- Working within a multi-agency and legislative framework, building and maintaining effective relationships with partner agencies.

### 3. QUALIFICATIONS/PROFESSIONAL MEMBERSHIP

- Prior completion of accredited ISVA training would be beneficial. However applications from those with demonstrable equivalent experience, qualifications, or a willingness to undertake relevant study are welcomed.

### 4. PERSONAL QUALITIES, ATTITUDE AND PRESENTATION

**You are required to demonstrate:**

- A commitment to a feminist ethos
- The ability to remain compassionate and empathetic towards your client's situation at all times.
- A non-judgemental and non-directive approach to empowering your clients along with the ability to understand your clients' individual needs.
- The ability to think creatively, show initiative and be proactive when managing your case load and interacting with your clients and agencies you're working with.
- That you act with integrity and respect at all times, when working with all clients, agencies and individuals.

- The ability to motivate individuals and agencies to move through courses of action and decision making processes.
- That you are able to critically assess your own performance and reflect on your own practice
- That you are consistent and flexible – able to deal with changing and competing demands
- A commitment to anti-discriminatory practice
- A willingness to undertake further training.
- That you are reliable and trustworthy
- That you are efficient and punctual

**Additional Information:**

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

This post is open to Female applicants only, as a genuine occupational requirement in accordance with Schedule 9 (part 1) of the Equality Act 2010

We support clients across Portsmouth, Havant, Fareham and Gosport. As such, regular local travel will be required and for this reason it is **essential that you have your own transport**. Travel further afield may occasionally be required.