

# JOB DESCRIPTION

LAST UPDATED 9 JUNE 2022



<b>Job Title:</b>	Independent Sexual Violence Advisor
<b>Team:</b>	ISVA Team, within the Phoenix Project
<b>Responsible to:</b>	ISVA Team Manager
<b>Responsible for:</b>	No staff
<b>Location:</b>	Trowbridge or Swindon (with travel across the area)

<b>Hours:</b>	30 - 37 hours per week
<b>Holiday Entitlement:</b>	25 days plus bank holidays
<b>Salary:</b>	£22,247 to £24,665 per annum
<b>Tenure:</b>	Permanent
<b>Pension:</b>	Group personal pension plan, with employer contribution of up to 4%.

<b>Vetting Requirements:</b>	Enhanced DBS
<b>Essential Requirements</b>	<p>Existing qualification as an ISVA or willingness to complete the training as part of the induction process. Successful completion of the training will be required to complete the Probation period of the post.</p> <p>Full driving licence and use of a roadworthy vehicle, with business insurance.</p>
<b>General Description:</b>	<p>This role is part of the Phoenix Project which provides individual and family support to domestic abuse and sexual violence victims and their children.</p> <p>The Independent Sexual Violence Advisor (ISVA) will work within a multi-agency system to provide a proactive, person centred independent service for victims of sexual violence, empowering choice through informed decision making. Key elements of the role include:</p> <ul style="list-style-type: none"><li>- Risk assessing and helping to keep service users safe (safety planning).</li><li>- Enabling victims to access statutory and other services.</li><li>- Providing support through the criminal justice system (where the victim has chosen to report their abuse).</li></ul>

	<p>The ISVA role requires the building of effective relationships with other agencies that may support victims of sexual violence, developing referral pathways and creating outward facing information resources and campaigns to raise awareness and build confidence in reporting sexual violence.</p> <p>The ISVA will be required to work to the Quality Standards for services supporting victims/survivors of sexual violence.</p> <p>This role will be based in either our Trowbridge or Swindon office, with expectation of paid travel across the area. Splitz supports staff to work flexibly and we operate hybrid working (working both remotely and in the offices).</p>
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### **Main Duties and Responsibilities**

- To provide a person centred, client focused, independent service, distinct from the role of a crisis worker or counsellor primarily for the benefit of adult victims of sexual abuse.
- To work with family members and supporters of victims to provide information and support where appropriate and required.
- To work with victims who have chosen to report their abuse and those who have not and provide a victim led service to all service users, empowering choice through informed decision making.
- To complete a support needs analysis, including risk assessments, in relation to support and counselling services and create an individualized safety plan for each client.
- To liaise with police and CPS on behalf of the client, with the client's consent and adhering to confidentiality policy in relation to the release of information. If protocols can be agreed, keep clients informed about the case progress on behalf of the police in line with the requirements of the Victims Code of Practice. An ISVA will work alongside the criminal justice system but be independent of it.
- To provide practical and emotional support to meet the needs of each individual service user at every stage of their journey.
- To support a service user to access special measures for the Court process where required.
- Where appropriate to support the service user and be alongside them throughout any Court proceedings.
- To provide telephone, text, email and face to face support within the context of a non-judgemental and confidential service, referring to counselling services, external agencies and other professionals as required.
- To provide sensitive and non-judgmental support, enabling the service user to regain control and self-esteem.
- Encourage/assist clients to develop their own support network.
- To provide information to enable clients to make informed decisions in relation to the self-referral option, medical care, forensic examination, making a police report, mental health and sexual health and onward referrals.
- To promote the service to external agencies where applicable.
- To produce clear record keeping/documentation, in a timely manner (according to Phoenix Project policy) and ensure secure storage as per Splitz policy.

- To assess, offer and gain consent from the client for any onward referrals.
- To document clearly any safeguarding concerns, complete any relevant risk assessments and liaise with relevant safeguarding teams and attend MARAC, MASH and Children's Services meetings if appropriate.
- Ensuring that the service user's views, opinions, wishes and needs are understood, respected and listened to and held at the forefront of support, whilst fully complying with all safeguarding requirements.
- To provide information and support in relation to the Criminal Injuries Compensation Scheme and other linked services.
- To produce and deliver presentations about the ISVA service to partner agencies (eg. Police) and participate in promotion and marketing of the Phoenix Project and support for victims of sexual violence.
- Safeguard the health & welfare of service users and their families.
- Enable service users to participate in the design, delivery and evaluation of services.
- Utilise evaluation and monitoring systems to ensure high standards of service are consistently achieved.
- Ensure support provided is accessible to clients in terms of location and times.
- To manage a case load – balancing new referrals, existing cases and closing cases.
- To offer specialist advice to other professionals and agencies where required.

## **General**

- Work at all times in accordance with the requirements of the Lone Working Policy and Procedure.
- Attend and contribute to team meetings.
- Update written and computerised records with accurate and clear information.
- Contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- Undertake agreed training and keep updated on changes in legislation, policy and best practice.
- Act as duty officer for Phoenix, responding to incoming calls, logging referrals and making assigned outgoing calls, according to the duty rota. Duty shifts will be 9 – 5 in the Trowbridge Office.

## **Responsibilities**

- The post holder will deal with highly confidential information relating to vulnerable people.
- Ensure security of data, especially sensitive personal data, in line with the information security policy
- Work within Splitz's Policies and Procedures at all times.
- Employees have responsibilities in respect of health and safety. In particular they will:
  - Co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
  - Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
  - Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
  - Report all health and safety concerns to line managers;
  - Assist with the completion of the risk assessment programme.
- Any other duties that may be reasonably required.