

# PERSON SPECIFICATION

LAST UPDATED 24 FEB 2022



	<b>Independent Sexual Violence Advisor</b>	Essential	Desirable	How identified
	<b>Knowledge/ability</b>			
1	Educated to NVQ 3 or equivalent experience	E		A/I
2	Knowledge and understanding of child protection and safeguarding protocols and procedures	E		A/I
3	Knowledge and understanding of responses to trauma, sexual violence and abuse		D	A/I
4	Knowledge of the barriers hard to reach groups experience accessing services		D	A/I
5	ISVA or IDVA qualification		D	A/I
6	Knowledge and understanding of the criminal justice system.		D	A/I
	<b>Experience</b>			
7	Previous experience of working with vulnerable clients and/or children	E		A/I
8	Experience of working independently and as part of a team	E		A/I
9	Experience of managing a case load and an ability to accurately maintain records		D	A/I
10	Experience of completing support plans and assessing risk and the needs of individual clients		D	A/I
11	Experience of working in a support or advocacy role		D	A/I
12	Experience of working within a Multi-Agency approach		D	A/I
13	Experience of working in a trauma informed manner		D	A/I
	<b>Skills</b>			
14	Excellent communication and listening skills	E		A/I
15	Organisation and problem-solving skills with a proven ability to prioritise workload, including excellent time management skills	E		A/I
16	Ability to use email, Microsoft Office and other relevant IT systems.	E		A/I
17	Understanding the need for professional confidentiality and its boundaries, in relation to legal, ethical and safeguarding issues	E		A/I
18	Able to maintain personal and professional boundaries	E		A/I
19	Ability to engage with people of diverse backgrounds	E		A/I
	<b>Personal characteristics</b>			

20	Ability to work in an empathic manner and develop a safe and supportive relationship, rapport and alliance with clients	E		I
21	A willing and flexible approach.	E		A/I
22	Be willing to undertake further training – including the ISVA accreditation if not already in place.	E		A/I
23	Commitment to making a positive difference to the lives of service users	E		A/I
24	Driving license and access to own vehicle, with business insurance.	E		A/I
25	Willingness to travel across the Wiltshire and Swindon area.	E		A/I

As explained in the guidance notes the application form asks you to set out how you meet the qualities/skills outlined in the Person Specification AND IS THE MOST IMPORTANT PART OF YOUR APPLICATION. This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification. Applicants who are able to provide examples of how they meet the criteria are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.