



Oxfordshire Sexual
Abuse & Rape
Crisis Centre

Job Description and Person Specification: Independent Sexual Violence Advisor (ISVA) Maternity Cover

HOURS:	Full time (37 hours per week)
SALARY:	Grade 6B £26,934 - £28,617 per annum pro rata
LOCATION:	Oxford, with regular Oxfordshire based travel as and when required by service users
LINE MANAGER:	Service Manager
CONTRACT TYPE:	Fixed-term for 9 months with continuation subject to funding
CLOSING DATE:	8 th February 5pm
INTERVIEW DATE:	13 th or 15 th February

Role summary:

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) is seeking to appoint an Independent Sexual Violence Advisor (ISVA) to provide emotional and practical support to women who have experienced sexual violence. The post holder will work within a multi agency setting to provide a pro-active, service user led support service to survivors of both recent and historic abuse, within and outside of the criminal justice system, to support them in coping with and recovering from the experience of abuse.

The ISVA will be linked to other services delivered by OSARCC including one to one counselling, support groups, helpline and email support, ensuring survivors have access to a range of specialist sexual violence support that provides a holistic approach to meeting their needs.

The post will be based in Oxford. Travel across Oxfordshire and regular evening/weekend working will be required. Access to a car would be beneficial.

This role is subject to receiving Enhanced Criminal Records Bureau checks and to a six month probationary period. The post holder will be eligible for 28 days annual leave per annum (pro rata) and a 5% pension contribution.

To apply please read the job description and information pack and email a completed application form to recruitment@osarcc.org.uk.

Role purpose:

1. To deliver a safe, professional and accessible ISVA service, in line with OSARCC policies and strategic objectives
2. To deliver an effective ISVA service which supports survivors to cope with and recover from the experience of sexual violence.

Specifically, the ISVA service will work with female survivors of sexual violence to:

- Provide support in relation to the criminal justice process where appropriate, from information about the process involved in reporting a crime to the police, to supporting survivors who decide to report, and support throughout and beyond the trial process as necessary
 - Risk assess cases and help service users stay safe
 - Advocate on behalf of service users where appropriate, including liaising with other agencies
 - Provide information about what support services are available and support in accessing the appropriate service(s)
 - Assess needs and provide support and information across a wide range of issues, such as housing, health and education and signpost/refer appropriately
 - Risk assess cases and help service users stay safe
 - Provide support in relation to the criminal justice process where appropriate, from information about the process involved in reporting a crime to the police, to supporting survivors who decide to report, and support throughout and beyond the trial process as necessary
-

Duties and responsibilities:

Service delivery

1. Deliver an ISVA service for female survivors of sexual violence in line with OSARCC values and ways of working and based on best practice in ISVA service delivery from other Rape Crisis Centres, other providers, liaising with relevant agencies and consulting with potential service users
2. In consultation with key stakeholders, assess the impact an ISVA service will have on existing OSARCC services; identify measures for mitigating risks and maximising opportunities identified
3. Continuation of this post will be subject to funding. Scope funding opportunities in collaboration with the Director and where appropriate support funding applications
4. Deliver the service according to the outcomes of the work

This should include:

5. Provide practical and emotional (non therapeutic) support to service users in person and via telephone and email
6. Manage a caseload of service users and maintain case files, records and monitoring information
7. Undertake risk and support needs analysis of service users and develop appropriate support plan
8. Help service users access services, including making appropriate referrals and/or supporting service users to access services
9. Provide information and support to help service users understand and access their full legal and other rights and make informed choices about the options open to them.
10. Provide information and support in relation to Criminal Injuries Compensation
11. Advocate for clients across a range of services and throughout the criminal justice system (when appropriate) and liaise with relevant agencies, ensuring service users welfare and needs and voice are central to the process
12. Provide support and facilitate access for service users who want to report to the SARC or police
13. Accompany service users to appropriate appointments, meetings and when in court
14. Help service users develop their own support network, in line with a feminist empowerment model
15. Consider and respond to safeguarding issues when engaging with service users and for child protection and vulnerable adult policies
16. Establish and maintain relationships with relevant agencies including local support agencies, health, housing, the police and CPS to ensure referrals are made to the ISVA service
17. Maintain appropriate record keeping systems in line with data protection requirements and OSARCC policies and participate in preparation of service statistics at regular intervals

18. Ensure the project outcomes and outputs are effectively monitored and evaluated, with input from a range of stakeholders including service users

Other

19. Ensure relevant ISVA service policies and procedures are kept up to date
20. Promote and publicise the ISVA service amongst relevant agencies, OSARCC service users and potential service users
21. Undertake regular clinical supervision
22. Provide specialist advice to other workers and agencies, including participation in providing training and consultancy services to other agencies as required
23. Assist in ensuring budgets are adhered to and financial systems maintained
24. Attend relevant meetings and training as required
25. Support, promote and work in accordance with OSARCC values, policies, aims and objectives at all times
26. Attend any relevant multi-agency meetings
27. Carry out any other work or duties that are reasonably requested

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.

Person Specification

KNOWLEDGE AND TRAINING

Essential:

- An excellent understanding of the impacts of sexual violence on individual survivors and the wider community and the support needs of women who have experienced sexual violence
- Knowledge of child and vulnerable adult protection procedures and legislation
- Knowledge of the criminal justice system, particularly police and court procedures
- Knowledge of a range of services that service users may wish to access (e.g. domestic abuse, health and wellbeing, housing, financial)
- A good understanding of data protection and confidential working practices and how these apply to this role

Desirable:

- Formal training (ISVA or IDVA) by a recognised provider
- An understanding of working in the voluntary sector/violence against women sector or similar field
- Safeguarding training
- Knowledge of involving volunteers in service delivery

EXPERIENCE

Essential:

- Supporting survivors of sexual violence
- Maintaining confidential records of service users
- Working with a number of diverse stakeholders whilst delivering a service
- Working independently, managing own workload and demonstrating self motivation
- Providing one-to-one support to vulnerable people

Desirable:

- Providing user-led advocacy to survivors

- Using risk assessment policies and procedures
- Supporting vulnerable people through police and court processes
- Volunteering or work within Rape Crisis or other sexual violence/violence against women and girls services
- Management of volunteers

SKILLS

Essential:

- Ability to manage a caseload of service users
- Excellent interpersonal and team working skills
- Excellent listening skills and the ability to communicate effectively to a variety of audiences both verbally and in writing
- Case recording and monitoring skills and ability to interpret data to produce reports
- Ability to form excellent working relationships with a range of agencies, partners and colleagues
- Ability to show initiative and think creatively
- Crisis management skills
- Good IT and organisational skills

GENERAL

Essential:

- A firm commitment to improving the lives of women who have experienced sexual violence and to working within a feminist organisation
- Ability to maintain clear boundaries and confidential working practices
- Sensitivity to cultural differences, and the ability to work in a diverse setting
- Ability to work within the ethos of the Rape Crisis Movement and OSARCC's core values, and commitment to equal opportunities and anti-discriminatory practice
- Commitment to professional development and willingness to undertake training required for the role

EQUAL OPPORTUNITIES

This post is restricted to female applicants only and is exempt under Schedule 9, part 1 of the Equality Act 2010.

OSARCC is an equal opportunities employer and is committed to promoting equality and social inclusion.

The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the Selection Committee. This information will not be made available to the Selection Committee. If you have indicated that you have a disability, the recruiting manager will be made aware of this to ensure that you are given an interview in an appropriate, accessible location. The information you provide on the recruitment monitoring section will be held in confidence by OSARCC and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable OSARCC to carry out its equal opportunities monitoring obligations.