



<b>Job title:</b>	Sex Worker Independent Sexual Violence Advisor (SWISVA)
<b>Responsible to:</b>	ISVA Manager of Support Services
<b>Responsible for:</b>	N/A
<b>Hours of Work:</b>	37.5 hours/week (some evening/weekend or irregular hours tbd)
<b>Location:</b>	Manchester
<b>Salary and:</b>	£29,250
<b>Staff Benefits</b>	<ul style="list-style-type: none"> <li>• 23 Days Annual Leave (plus Public and Bank Holidays)</li> <li>• Paid monthly External Supervision</li> <li>• 5% contributing pension</li> <li>• Enrolment in SWISVA Training Program</li> <li>• Regular on the job and external training including CPD</li> </ul>
<b>Contract Length</b>	3 years

### **The NUM Case Work Team**

NUM’s mandate is to ‘*end all forms of violence against sex workers*’ and operates under three key principles: Sex Workers’ First, Quality Support, and Learning and Innovation. The NUM Case Work team offers victim support to prevent and heal from violence to adults of all genders involved in sex industries. The postholder will provide support to NUM members and non-members who identify as having experienced harm and violence during their work. Services are provided digitally and online, and in-person services.

The post is part of a unique partnership between National Ugly Mugs, POW (Nottingham) and Basis Yorkshire, to ensure more specialist support for sex workers who have experienced sexual violence, to develop good practice guidelines, and to develop and share learning that will influence change in health inclusion for sex workers. Each organisation will be employing a SWISVA; the program will be led by a Program Coordinator, who will be based with Basis Yorkshire, who will lead on policy development work.

### **The Role**

The post holder will provide quality emotional and practical 1-to-1 support to people involved in sex work some of whom will also be suffering from the impacts of stigma, criminalisation, poverty and discrimination. Working within a specialist sexual violence approach, the post holder will be enabling NUM members and non-members to access support and navigate services including those directly related to sexual violence. The post holder will support them to prevent and report victimisation, access police (if desired), access community resources, and navigate criminal legal system. The work will involve digital and in-person services to sex workers based in or touring in Manchester. The post holder will be working in partnership Basis Yorkshire, POW Nottingham and other agencies to coordinate resources and make appropriate referrals for members to access other services to support their wider needs. The post holder will also play a key role in advocating for improved responses towards fulfilment of NUM’s mandate.

# Job Description

## 1. Delivery

### The post holder will:

- Oversee and manage and agreed caseload of NUM members and non-members who contact the organisation and support them in preventing, reporting and healing from violence within Greater Manchester. Using NUM's case management system to effectively record your casework.
  - Provide advocacy to individuals based on their individual circumstances and wishes.
  - Provide ongoing casework support to sex workers both within and outside of the criminal justice system.
  - Deal with complex cases on an ongoing basis.
- Work as part of NUM's National casework team, using NUM's Reporting and alerting platform in the authorisation of alerts for appropriateness ensuring compliance with NUM operating procedures.
- Liaise with police and act as an intermediary between sex workers and the police in relation to the reporting of crimes.
- Provide face-to-face, telephone and digital support (non-therapeutic) to members and non-members and their supporters where appropriate.
- Ensure that sex workers have access to quality specialist sexual violence services regardless of how they identify, including access to the SARC and support throughout the criminal legal process in line with their expressed needs.
- Work collaboratively with Police, ISVAs and other colleagues to ensure the needs of sex workers are met and their voices are heard within the criminal legal process including ensuring relevant legislation, guidelines and procedures are adhered to including special measures.
- Undertake safeguarding, risk assessment and support needs analysis with sex workers you support.
- Proactively source information about appropriate resources and service provision to meet the immediate and longer-term needs of those you are supporting.
- Develop and maintain effective communication systems with key partners within Greater Manchester including active participation in the Greater Manchester Sex Work Forum
- Advocate for sex workers challenging discrimination, exclusion and stigma both for individuals and within the wider community.
- Adhere to NUM's confidentiality policy in relation to sharing information to minimise harm and co-ordinate support where necessary.
- Work collaboratively with peers in the SWISVA Development Program and the Program Coordinator to enable the Program to achieve its wider objectives of quality assurance, development of good practice guidelines, learning, evaluating and influencing.
- Host regular drop-ins for sex workers from our Manchester office.
- Plan and deliver events and outings for sex workers within Greater Manchester.

## 2. Monitoring and Evaluation

- Ensure ongoing recording and monitoring of project outputs and outcomes.
- Maintain and monitor records of all cases and support the NUM platform, data collection and the development of case studies for knowledge sharing.
- Responsible for gathering feedback from service users on the service and any improvements suggested.

- Support analysis of data to review service delivery.

### **3. Budget**

- Support the Case Work Coordinator to ensure the project is delivered within the budget.
- Provide timely information to the Case Work Coordinator to ensure that the project budget is created and effectively managed.
- Financial management of and agreed budget to deliver drop ins and events for sex workers.

### **4. General Responsibilities**

- Be familiar with all aspects of the work of National Ugly Mugs, Basis Yorkshire and POW Nottingham.
- Work flexibly as a member of the NUM Casework team and be responsive to changing needs.
- Contribute to NUM casework team meetings, organisational all staff meetings and partnership priorities, strategic goals and performance targets.
- Actively engage in regular internal and external supervision to support professional development and reflective practice.
- Work collaboratively on projects and priorities with your line manager and the NUM Casework team which may vary from time to time.
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates).
- Work with the casework team admin assistant to maintain and update contact databases for police and support services throughout the UK specifically Greater Manchester.
- Work within the policies and procedures of National Ugly Mugs and demonstrate a commitment to the values and ethos of the organisation.
- Support diversity and equality of opportunity in the workplace.
- Ensure that effective safeguarding procedures are in place and are acted upon when necessary.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.

Person Specifications	Essential	Desirable	Where Evidenced?
<b>EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>A minimum of 2 years' experience of working with women who face barriers to accessing support services such as health housing and the criminal justice</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience and understanding of working in accordance to core safeguarding legislation to support victims of sexual violence</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience of supporting sex workers</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience of supporting victims of sexual violence through the criminal justice process</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Experience of multi-agency partnership working including with partners such as the police and SARC,</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience of working in a complex environment, actively managing risk and following case management procedures to meet the needs of a diverse and vulnerable client group</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership and women's sectors, including delivering presentations</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Ensuring effective collection, collation and reporting of information</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Lived experience in the sex industry</li> </ul>		X	Application or interview
<b>SKILLS AND ABILITIES</b>			
<ul style="list-style-type: none"> <li>The ability to build non – judgement relationships with women and partners and to explain criminal, legal and other relevant procedures to victims of sexual violence</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Can use professional challenge skills and work with others to raise issues and influence for change</li> </ul>	X		Application
<ul style="list-style-type: none"> <li>Trustworthy and work with integrity within our policy and values framework</li> </ul>	X		Interview
<ul style="list-style-type: none"> <li>The ability to learn new skills and a commitment to learning in the workplace</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Can troubleshoot difficult situations, and deal with such situations calmly, efficiently, and effectively</li> </ul>	X		Interview

<ul style="list-style-type: none"> <li>IT skills at a level that supports efficient report writing, email, internet use, presentations and data input (G-suite, Excel and Office 365), as well as digital engagement techniques (use of social media, WhatsApp, live chat, Zoom etc.)</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Ability to stay focused and efficient in the face of changing priorities</li> </ul>	X		Interview
<b>KNOWLEDGE</b>			
An understanding of how to take a rights-based approach, enabling dignity, choice, respect and privacy	x		Application and interview
Best practice guidance and research relating to:			
<ul style="list-style-type: none"> <li>Sex worker rights and legislation</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>The diversity of the sex work industry</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>National Ugly Mugs Reporting and alerting functions</li> </ul>		X	Application
<ul style="list-style-type: none"> <li>Stigma and barriers experienced by people with protected characteristics</li> </ul>	X		
<ul style="list-style-type: none"> <li>Understanding of the impact of trauma on individuals</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Understanding of criminal justice procedures relating to sexual violence</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Understanding of the Victim Code</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Language skills including Romanian, Portuguese, Spanish or Hungarian</li> </ul>		X	
<ul style="list-style-type: none"> <li>Data Protection, safeguarding and case work</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Greater Manchester localities, geography &amp; services</li> </ul>		X	Application and interview
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required. This could be for example: sexual health services, nursing/healthcare, women's sector, sex work although other areas will be considered</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Accredited ISVA qualification</li> </ul>		X	Application and interview
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>Empathy with the needs of stigmatised and marginalised women and the barriers they face accessing sexual violence services</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Able to work in a fast- moving environment with multiple deadlines and competing priorities</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Confident, adaptable &amp; with a flexible approach</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Awareness of self care and ability to manage resilience</li> </ul>	X		Application and interview

<ul style="list-style-type: none"> <li>• Commitment to anti-discriminatory practice and equal opportunities including an ability to apply awareness of diversity issues to all areas of work</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>• Can work some evenings and weekends (incl monthly outreach and/or Drop ins outside of office hours tailored to the specific needs of sex workers)</li> </ul>	X		Application and
<ul style="list-style-type: none"> <li>• Can travel within the geographical area of work</li> </ul>	X		Application

