



Job Description & Person Specification

Job Title	Specialist Independent Sexual Violence Advocate (ISVA): Female and male adults with learning disabilities, autism or both (The Gateway)
Location	London / online
Hours	35 per week, Fixed term contract until March 2025
Accountable to	ISVA Services Manager
Responsible for	N/A
Job Band	6 (Practitioner)
Salary	£28,000
Last updated	Aug 2024

Job Purpose

In partnership with other London sexual violence support services, to provide pro-active emotional, practical and advocacy support for adults with learning disabilities, and autistic people with complex or multiple needs who have experienced any form of sexual violence and are engaging (or considering engaging) with the criminal justice system. Working across London to provide non-judgmental, trauma-informed emotional support.

1/ Duties and Key Responsibilities

1.1 Service Delivery

- Develop a support plan and risk assessment in partnership with the survivor, to address their individual needs.
- Support survivors to access services that they require including forensic medical examination, therapeutic support, sexual health, housing, legal, mental health and other services.
- Ensure that the safety of survivors and children is paramount by working within local safeguarding policies, procedures and protocols at all times.
- Provide impartial and accurate information on reporting to the police and/or civil justice remedies.
- Support survivors through the criminal justice process from report to court and post-trial as necessary, acting as the Single Point of Contact (SPOC) when requested whilst maintaining confidentiality.
- Advocate and inform survivors of their rights and entitlements in the criminal justice system as outlined in the Victims Code and the Witness Charter, including their rights to have decisions reviewed, make complaints or provide feedback to CJS agencies.
- Provide information and support in relation to Criminal Injuries Compensation and refer to specialist agencies as required.

- Operate within legal and professional boundaries at all times and ensure a thorough understanding of the legal limitations of ISVA support.
- Process enquiries and referrals to the service.

1.2 Case Management and Monitoring

- Maintain accurate and confidential records of all work undertaken in keeping with the standards of the role and organisational policies and procedures.
- Attend and make effective use of line management and clinical supervision.
- Complete monitoring and evaluation information for all clients in line with funding expectations and organisational policies and procedures.
- Ensure that the survivor understands the limits of the service and signpost/refer to services for ongoing support if required.
- Provide statistical information when required.

1.3 Partnership Working

- Develop and maintain good working relationships with key partners and outside agencies.
- Deliver awareness raising and/or training to external agencies as required.
- Engage with regional ISVA colleagues and specialist agencies to share learning and best practice.
- Work in partnership with other services across Respond.

2/ Organisational Responsibilities (applicable to all staff)

General Responsibilities

- Access and work within Respond's policies and procedures.
- Ensure all work is undertaken in accordance with child and adult safeguarding guidelines and policies.
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision (where appropriate) and appraisal process.
- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those we encounter in our work.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Respond may require within the remit of this role.
- Provide a safe, non-judgemental space for clients by communicating through phone, text, email and face-to-face meetings.
- Attend internal cycle of team meetings relevant to this role.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Person Specification

Job Title	Specialist Independent Sexual Violence Advocate (ISVA)
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Experience

- Direct work with survivors of sexual violence.
- Working with people with learning disabilities and autistic people.
- Risk assessment & management and safety planning.
- Experience of multi-agency partnership working.
- Managing a busy caseload, working under pressure and prioritising workload.

Skills & Abilities

- Able to form good working relationships and maintain professional boundaries with survivors in crisis.
- Able to communicate sensitively with survivors from a range of backgrounds and abilities who may be in distress.
- Ability to communicate and maintain relationships with a wide range of voluntary and statutory agencies.
- Written communication skills that produce clear project and case reports.
- Troubleshoot and problem solve difficult situations calmly, diplomatically and effectively.
- Manage time and workload effectively in order to meet competing priorities and deadlines.
- Flexible and adaptable approach to work.
- Work independently and as part of a team.
- Microsoft 365 including Word, Excel, Outlook and PowerPoint and ability to use internet and customer relationship management (CRM) software.

Knowledge

- Understanding of the impact of sexual violence on survivors and society.
- Understanding of the barriers which people with learning disabilities and autistic people h from diverse communities face in disclosing sexual violence and accessing support.
- Working knowledge of policy, legislation and services relevant to survivors of sexual violence, including the criminal justice system.
- Working knowledge of safeguarding legislation and practice.

Education & Qualifications

- Accredited ISVA training **or** a relevant degree/professional qualification plus willingness to undertake accredited ISVA training.
- Continuing professional development relevant to the post.

Other Requirements

- A commitment to delivering meaningful interventions and fostering innovation in working practice.
- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.
- A flexible approach to your work, including limited evening and weekend work as required.
- Ability and willingness to travel within pan-London boroughs if required.

Legal Requirements

- Exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

- Enhanced DBS check.

Job Description Agreement	
Postholder Name:	Date:
Postholder Signature:	
Line Manager Name:	Date:
Line Manager Signature:	