

<b>Job Title:</b>	Rediscovering Independence through Support and Empowerment <b>RISE Advisor</b>
<b>Responsible to:</b>	Recovery and Transition Service Manager
<b>Responsible for:</b>	No direct line management responsibilities, but will provide mentoring for volunteers, students and Experts by Experience

<b>Location:</b>	Hybrid: FearFree office (Trowbridge, Exeter or Gloucester) and home, with travel as required
<b>Hours:</b>	37 hours per week (part time considered)
<b>Holiday Entitlement:</b>	28 days plus bank holidays
<b>Salary:</b>	£25,877.80 - £27,742 per annum
<b>Tenure:</b>	12 month contract
<b>Pension:</b>	Group personal pension plan, with employer contribution of up to 4%

<b>General Description:</b>	<p>FearFree delivers services across the Southwest for victims, children and perpetrators of domestic abuse, sexual violence and stalking with the aim to break the cycle of abuse and support all to live free from fear. We provide trauma responsive support, and this post will be fundamental to ensuring service users, stakeholders and partners experience this in our daily delivery.</p> <p>As a RISE Advisor working on our RISE programme you will be a fundamental part of our team, supporting the delivery and the development of the service. The service provides a range of trauma-informed and person-centred one to one and group support to victims and those who have harmed aged 15 and above. We provided focused support to those impacted by Domestic Abuse, Sexual Violence and Stalking to access education, training, employment or volunteering.</p> <p>FearFree is committed to flexible and hybrid working and this role will be a mix of home based and office based, alongside requiring travel for multi-agency meetings and other deliverables.</p> <p>This role will be on a 12 month contract and can be based in either Devon, Wiltshire or Gloucester. It may include evening and weekend work when required.</p>
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## Key Responsibilities

- Triage and assess service users to consider their suitability for the RISE Service.
- Utilise a trauma informed approach to help people return to or access ETE.
- Support individuals to increase work related skills, such as the development of CV writing, financial management and IT skills.
- Work with a diverse client group, creating bespoke action and support plans for each individual.
- Facilitate group support sessions in addition to one-to-one support.
- With support and advice from the Service manager, support and help develop new groups following a trauma informed approach.
- Build and further developing relationships/links with ETE providers and corporate partners to expand the provision for our service users.
- Risk assess those you are supporting and take proactive action to address risk and safeguarding concerns.
- Play an active role in the recruitment process of volunteers in addition to management of volunteers, ensuring they are kept up to date and involved in the organisation, and able to support our service users.
- Ensure risk assessments are completed where required and safety plans are completed on time and regularly.
- Work closely with the service manager to develop the service, supporting its ongoing growth and expansion.
- Record all contact with service users and abide by confidentiality requirements.
- Record and monitor data to enable the service to be fully evaluated.
- Work closely with the services across FearFree, developing close working relationships and supporting people who may be accessing support from our other services.

## General

- Live and embody the FearFree values.
- To promote the service to external agencies where applicable.
- Give information and support to service users regarding their other needs and refer them to other support services as required.
- Ensure our service is widely accessible – adapting practice as required to suit individuals.
- Work across a large geographical area to ensure locality is not a barrier to accessing services.
- Deliver training and information sessions to promote our service, and increase awareness and understanding of domestic abuse, sexual violence and stalking for victims and those who harm.
- Have a responsibility around safeguarding of both adults and children, maintaining knowledge of appropriate policies and procedures and integrated working.
- Support other agencies in the identification and referral of domestic abuse, sexual violence and stalking issues via promotion of service and institutional advocacy.
- Ensure all referrals are clearly logged on our database and all case records are kept fully updated, according to FearFree policies and procedures.

- Engage with case management supervision, reflective practice and clinical supervision as required, taking an active role in managing own wellbeing and supporting the wellbeing of your colleagues.
- Support colleagues in all services across FearFree as required.
- Support the sustainability of the organisation by participating in fundraising activities and sharing ideas and contacts for income generation.
- To engage in and contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- Undertake all statutory and mandatory training, as required by the organisation.

## **Other**

### **Confidentiality and Data Protection**

All employees must ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.

### **Equality and Diversity**

FearFree is committed to encouraging equality, diversity and inclusion among our workforce and people we support and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society, to be able to meet individual needs and for each employee to feel respected and able to give their best. The role has the responsibility to ensure all duties and responsibilities are carried out in a manner which promotes FearFree Equality, Diversity, and Inclusion policy.

### **Health & Safety**

All individual employees are required to promote a health and safety culture within the workplace, observe all health and safety rules and procedures and attend training courses as required and where appropriate conduct risk assessments e.g. VDU, maternity, lone working, H&S audits, etc.

### **Policies and Procedures**

Responsibility for formulating, updating and monitoring relevant FearFree policies and procedures, updating manuals as and when required, ensuring that support staff have appropriate access to them and record sightings of updates.

All employees need to be aware of all FearFree Support Service's policies and procedures and work within them at all times.

### **Safeguarding / Disclosure and Barring Service**

FearFree is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and bring any concerns (whether in respect of service users or members of staff) to the attention of Safeguarding Leads immediately. This role will require an enhanced DBS check.

**Please note:** This job description is not exhaustive and serves as a guide to the duties and responsibilities of the role. You may be required to undertake other reasonable duties as and when required, in line with the needs of the organisation and the evolving nature of the role.

## Person Specification

Requirements		Essential (E) / Desirable (D)
<b>Education and qualifications</b>	Good standard of general education	E
	Higher level education or similar/ relevant professional qualifications	D
<b>Experience</b>	Practical experience of working with adults and children and young people with complex or other needs	E
	Experience of working with those who commit harm	D
	Experience working in an ETE related environment	D
	Experience of safeguarding children and vulnerable adults	E
	Experience of running group work programmes	D
<b>Knowledge</b>	Have a good understanding of domestic abuse, sexual violence and stalking including the impact on victims and their children	D
	Knowledge and understanding of the issues facing people who have experienced domestic abuse sexual violence and stalking	D
	Understand relevant quality standards	D
	Knowledge and understanding of trauma and trauma symptoms	E
	Understand the principles of risk assessment, safety planning and risk management	E
	Understanding safeguarding issues, and the legal responsibilities surround these issues	E
	Understand and be committed to equal opportunities and diversity issues in policy and practice	E
	Have theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children	D
<b>Skills and abilities</b>	Ability to plan own workload, manage time effectively and deal with changing and competing demands	E
	Ability to think creatively and show initiative	E
	Ability to communicate with distressed people empathically	E
	Ability to establish and maintain appropriate boundaries when working with people who may be experiencing personal crisis	E
	Ability to establish and maintain professional working relationships with both clients and other professionals	E
	Ability to communicate effectively with a range of professionals	E
	Excellent verbal and written communication skills, including report writing and presentation	E
	Ability to maintain effective administrative and monitoring systems	E

	Ability to work under pressure and also to be aware of own needs and take responsibility for self-care	E
	Ability to work in both a one to one setting and in a group setting	E
<b>Attitude and presentation</b>	Reliable and trustworthy	E
	Efficient and punctual	E
	Non-judgmental	E
	Willingness to critically assess own performance and reflect on own practice	E
	Understanding of and commitment to equal opportunities	E
	Strong team player – and ability to work both on your own and with others	E
	Anti-Racist and promotes safe and inclusive workplace for all	E