

October 2024

Dear Applicant,

Women and Girls Network Application Pack for the role of Independent Sexual Violence Advocate (Female Applicants Only)

This pack includes information about WGN, the Independent Sexual Violence Advocate opportunity and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-us.

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to recruitment@wgn.org.uk 9am on Monday 25th November 2024.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview, we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit www.wgn.org.uk to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references, social media background screening and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

Nicole Walsh
Head of Rape Crisis Services



NETWORK *Empowerment, healing and transformation for women moving on from violence*

Women and Girls Network Information for Applicants

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30th birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAW Coalition and various other partnerships.

Further information about WGN can be found by visiting www.wgn.org.uk where you can also sign up to receive our regular newsletter or follow us on social media.

WGN Services

Advice

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

Counselling

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

Group Work

The Group Work Service provides a range of groups for women across London.

Independent Sexual Violence Advocate (ISVA) Service

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

The London Survivors Gateway for Sexual Violence Services

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

Sexual Violence Helpline

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

Training

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

West London Rape Crisis Centre (WLRCC)

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Young Women's Service

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



WOMEN & GIRLS NETWORK *Empowerment, healing and transformation for women moving on from violence*

Independent Sexual Violence Advocate (Female Applicants Only)

Starting salary of £30,000 per annum | Full-time (35 hours per week) | Permanent

This post will be based in various West London locations (primarily Ealing) and will also involve some community based and remote working dependent on client, service delivery and organisational requirements

Due to additional funding, Women and Girls Network (WGN) is now an Independent Sexual Violence Advocate (ISVA) to join our team of ISVAs at the West London Rape Crisis Centre.

Our team of ISVAs provide high quality, specialist support to women in London who have experienced any form of sexual violence and are engaging (or considering engaging) with the criminal justice system. Further information on the ISVA service is available [here](#).

The ideal post holder will be experienced in working within a multi-agency framework to provide direct and dedicated advocacy support to women. If you have the proven ability of supporting women to access the advocacy, support and services they need including routes to accessing justice and are passionate about supporting survivors of sexual violence and abuse, then we would love to hear from you. We're seeking an ISVA who will thrive in a multi-cultural feminist environment. We are particularly keen to hear from applicants who have experience of working with one or more of the following:

- Women and girls from Black, Minority, and Global Majority communities - ensuring that issues related to diversity and identity are effectively understood and sensitively worked with
- Women and girls with mental health presentations including high risk and multiple needs
- Experience of supporting survivors through the criminal justice process from report to court and post-trial as necessary
- Experience of working from a multidisciplinary approach - supporting and advocating for survivors to access the services they require including forensic medical examination, therapeutic support, sexual health, housing and mental health services
- The ability to offer effective short term and longer-term support and interventions

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, Minority and Ethnic communities.

We offer regular clinical supervision, as well as excellent training and development opportunities including access to an on-going CPD programme within a supportive multi-cultural feminist organisation. WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Scheme.

For further information about this opportunity, please visit www.wgn.org.uk/support-us/work-with-us.

Completed application forms and equal opportunities monitoring forms are to be emailed to recruitment@wgn.org.uk by 9am on Monday 25th November 2024.

These posts are subject to satisfactory references, DBS Check, and social media background screening.

WGN is an equal opportunities employer.

The above posts are exempt under the Equality Act 2010, Schedule 9 and Part 1



NETWORK *Empowerment, healing and transformation for women moving on from violence*

Independent Sexual Violence Advocate - Job Description

Job title	Independent Sexual Violence Advocate (Female Applicants Only)
Team	ISVA Service
Reporting to	ISVA Manager
Location	This role will involve regular office-based working (including travel across London) as well as community based and remote working. It is anticipated this will evolve overtime in line with Service User, service delivery and organisational requirements
Working hours	Full-time (35 hours per week)
Contract type	Permanent

Women and Girls Network (WGN)

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

Overall Purpose

To provide pro-active emotional, practical and advocacy support for women who have experienced any form of sexual violence and are engaging (or considering engaging) with the criminal justice system.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

Responsibilities

Support and Advocacy

1. Provide non-therapeutic but empowering and empathetic support, information and advocacy that enables survivors to access their rights and make informed choices;
2. Undertake and regularly review risk and needs assessments to ensure a survivor's safety and wellbeing;
3. Develop a support plan, in conjunction with the survivor, to address their individual needs;
4. Support survivors to access services that they require including forensic medical examination, therapeutic support, sexual health, housing, legal, mental health and other services.

5. Ensure that the safety of survivors and children is paramount by working within local and WGN safeguarding policies, procedures and protocols at all times.

Support through the Criminal Justice System (CJS)

1. Provide impartial and accurate information on reporting to the police and/or civil justice remedies;
2. 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;
3. 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;
4. Provide information and support in relation to Criminal Injuries Compensation and refer to specialist agencies as required;
5. Operate within legal and professional boundaries at all times, and ensure a thorough understanding of the legal limitations of Independent Sexual Violence Advocate (ISVA) support.

Case Management and Monitoring

1. Maintain accurate and confidential records of all work undertaken in keeping with the standards of the role, organisational policies and procedures and legislation;
2. Attend and make effective use of line management, case management and clinical supervision;
3. Complete monitoring and evaluation information for all clients in line with funding expectations and organisational policies and procedures;
4. Inform the survivor about how they can complain or feedback about the ISVA service in line with organisational policy;
5. Ensure the survivor understands the limits of the service and signpost / refer to services for ongoing support if required;
6. Provide statistical information as required.

Partnership Working

1. Develop and maintain good working relationships with key partners and outside agencies;
2. Deliver awareness raising, service promotion and / or training to external agencies as required;
3. Engage with regional ISVA colleagues and specialist agencies to share learning and best practice

General Responsibilities

1. Actively contribute to the values, principles, and ethos of the organisation and models of best practice for working within feminist protocols and principles.
2. To work within WGN's specialist 'Holistic Empowerment Recovery Model' for survivors of gender-based violence; a gender responsive, trauma focused, strengths and evidence based model;
3. Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
4. Promote the aims and objectives of WGN;
5. Keep informed of developments in, and participate in the development of local policy and good practice in working with women who have experienced sexual violence;

6. Follow procedures and protocols to ensure the health and safety of the clients is central;
7. Take all possible steps to ensure the safety and confidentiality of service users, staff and stakeholders;
8. Share information and expertise to build a strong team and enhance the knowledge base of WGN, including contributing to WGN team meetings as required;
9. To pro-actively seek service user feedback and support 'Expert by Experience' initiatives;
10. Work occasional evenings and weekends as required by the post;
11. To fully engage with professional development activities and expectations as required by WGN;
12. Carry out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

Variation Clause

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.

Flexibility Clause

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

Exemption

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

Independent Sexual Violence Advocate – Person Specification

Qualifications and Experience	Requirement
Accredited ISVA training or a relevant degree / professional qualification plus willingness to undertake accredited ISVA training	Essential
Experience of risk assessment and management plus safety planning	Essential
Experience of managing a busy caseload, working under pressure and prioritising workload	Essential
Experience of direct working with survivors of sexual violence	Desirable
Experience of multi-agency partnership working	Desirable
Demonstrable track record of combating discrimination and actively promoting equality and good diversity practice	Desirable
Knowledge	Requirement
A clear understanding of the impact of sexual violence on survivors and society	Essential
A clear understanding of the barriers women from diverse communities face in disclosing sexual violence and accessing support	Essential
Working knowledge of safeguarding legislation and practice	Essential
Working knowledge of policy, legislation and services relevant to survivors of sexual violence, including the criminal justice system	Desirable
Skills	Requirement
Ability to form good working relationships and maintain professional boundaries with survivors in crisis	Essential
Ability to communicate sensitively with survivors from a range of backgrounds who may be in distress	Essential
Ability to communicate and maintain relationships with a wide range of voluntary and statutory agencies	Essential
Excellent written and verbal communication skills	Essential
Good organisational and ICT skills	Essential
Attitude	Requirement
Commitment to actively challenge discrimination and oppression and work within the values, ethos and mission and policies of WGN	Essential
A commitment to delivering meaningful interventions and fostering innovation in working practice	Essential
Ability and willingness to travel across West London boroughs	Essential
A commitment to developing your own learning and professional development and willingness and ability to critically develop own practice	Essential



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Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls	Essential
A flexible approach to your work, including limited evening and weekend work as required by the role	Desirable