

Role Profile

Role Title:	Countywide Duty Independent Sexual Violence Advocate (ISVA)
Hours:	37.5 hours per week, Monday to Friday, (job-share could be considered)
Salary:	£25,206
Contract:	Fixed term until 31 March 2023 (possible extension dependent on funding)
Annual Leave Entitlement:	25 days per annum plus statutory Bank Holiday entitlement
Responsible To:	ISVA Manager PRCCG & ISVA Manager CRCC
Location:	The Elms, Hinchingsbrooke Hospital

Key information:

- We require the post hold to be female under Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010).
- The post is subject to an enhanced Disclosure and Barring Service (DBS) check.
- The post involves flexible working hours including responding to crisis in order to meet the needs of the service as and when required.
- The post is part of a countywide ISVA service covering Cambridgeshire and Peterborough.
- Email admin@prccg.org.uk for application form.
- Closing date for applications, Wednesday 26th January 2022.
- Interviews to be held week beginning 31st January 2022
- Start date 1st March 2022

Main Purpose of the post:

- To work in partnership with all services in Cambridge and Peterborough Rape Crisis Centres.
- To process referrals for Peterborough and Cambridge Rape Crisis Partnership.
- To provide initial advocacy, support, impartial advice, and information to adults, young people who have experienced sexual violence at any time of their lives and regardless of their engagement in the criminal justice system.
- To ensure survivors receive responsive support from point of referral.

Duties and Responsibilities:

- Process referrals for Cambridge and Peterborough Rape Crisis Partnership.
- Undertake needs-led assessments and develop individual support plans for ISVA clients.
- Support survivors to access other relevant services as needed
- Provide initial support (non-therapeutic) to survivors.
- Provide brief information on criminal, legal and civil remedies where appropriate.
- Provide brief information and support in relation to Criminal Injuries Compensation.
- Where relevant, liaise with referrers or other agencies who are supporting the client.
- Allocate clients onto appropriate ISVA

- Assist with the recording and monitoring of service level data for the countywide ISVA service
- Provide an enhanced service to some survivors, including holding a small caseload of ISVA clients at times of higher demand or reduced service capacity.

Quality Assurance

- Maintain confidential client records, sharing and managing information in accordance with PRCCG Policies and Procedures.
- Develop and maintain effective working relationships with agencies supporting survivors.
- Ensure survivors receive the best possible standard of support in line with Rape Crisis National Service Standards.
- Attend and participate in regular Team Meetings, Peer Review Meetings and Clinical Supervision.

General

- Manage individual workload while taking responsibility for scheduling time off to ensure a healthy work/life balance.
- Work flexible hours where required and dependent on the needs of the countywide ISVA service and its service users.
- Participate in training and development opportunities.
- Support the monitoring and evaluation of the countywide ISVA service.
- Support the running of other PRCCG/CRCC services where required.

Flexibility Statement

The content of this Role Profile represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. This document is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances and following consultation with the post holder.

Person Specification:

Essential Criteria		Assessed by
Experience	<ul style="list-style-type: none"> • Experience of managing a caseload of clients, providing practical and emotional support. • Experience of working with vulnerable adults. • Experience of working with a range of agencies/professionals. 	Application/ Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of all forms of sexual violence. • Knowledge of the myths and facts that surround sexual violence. • Knowledge of the potential impacts of sexual violence on survivors. • An understanding of child and adult safeguarding responsibilities. 	Application/ Interview
Skills/ Attributes	<ul style="list-style-type: none"> • Communicate clearly, tactfully, and effectively with a range of individuals. • Ability to prioritise and manage high caseloads and plan time effectively. • Ability to take initiative and problem solve. • High level of influencing and advocacy skills. • Ability to work on own or within a team. • High level of administrative and IT skills. • Ability to travel using own vehicle 	Application/ Interview

Values/ Attitudes	<p>Expectations of PRCCG Employees:</p> <ul style="list-style-type: none"> • Commitment to improving the lives of survivors of sexual violence. • Willingness to participate in professional development. • To prioritise the good of the organisation and actively promote PRCCG values in all aspects of work. • Be adaptable and responsive to the changing needs of the organisation. • Be professional and approachable and make efforts to understand the viewpoints of others. • Take responsibility for own work and share responsibility for the work of the organisation as a whole. • Do not seek to blame others but take responsibility for what they can do to be part of the solution. 	Application/ Interview
Desirable Criteria		Assessed by
Experience	<ul style="list-style-type: none"> • Experience of working as an ISVA or similar role. 	Application/ interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of the criminal justice system and processes. • Knowledge of the range of statutory and voluntary agencies a survivor may come into contact with. 	Application/ interview
Skills/ Attributes	<ul style="list-style-type: none"> • Experience of working with MS Office . 	Application/ interview