
Position:	Independent Sexual Violence Advocate (ISVA)
Hours:	Full time
Line Manager:	ISVA Manager
Deadline for Applications:	8 th February
Interviews:	Week beginning 18 th February
Start Date:	29 th April 2019

MAIN RESPONSIBILITIES

1. Day to day administration
 2. Supporting survivors of sexual violence through the Criminal Justice System
 3. Providing accurate information and practical and emotional support to survivors of sexual violence
 4. Liaising with other agencies and organisations
 5. Self development
 6. Other duties as determined by the ISVA Manager, Chief Executive or the Board of Directors
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1. ADMINISTRATION

To assist the ISVA Manager and share administrative duties:

- 1.1 Upkeep of confidential record keeping systems including the Rape Crisis Database
- 1.2 Assist in collating and writing Monthly statistical and operational reports for the Board of Directors and funding requirements
- 1.3 Maintain expense records and adhere to budgets
- 1.4 Monitor and evaluate your client work and its effectiveness
- 1.5 Prepare and write reports when required
- 1.6 Prepare and assist with training or talks to other agencies
- 1.7 Send information upon request
- 1.8 Maintain own client case load
- 1.9 Maintain client records in accordance with data protection
- 1.10 Produce statistical information when required
- 1.12 Have a good knowledge of computer programmes and documents

2. SUPPORTING SURVIVORS THROUGH THE CJS

The aim of the Advocacy Service is to provide support to survivors of sexual violence who have reported the crime to the police. This position will entail forming a non-judgmental and professional relationship with the client and ensure that the clients' journey through the legal system proceeds smoothly with the client being informed of every possible change/decision/outcome during the legal process.

- 2.1 Give accurate legal / procedural information to survivors
- 2.2 Accompany clients to appointments at Sapphire Units, the Haven, Hospital, GUM Clinic or other relevant appointments
- 2.3 Liaise with police/CPS/other relevant agencies
- 2.4 Maintain legal and professional boundaries at all times with clients
- 2.5 Prepare clients for the trial by:
 - Giving information
 - Court familiarization
 - Explaining Court procedures/processes
 - CPS/Barrister introduction

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- 2.6 Accompany clients through the trial proceedings
 - 2.7 Post trial - give information and assist in further action, recovery processes
 - 2.8 Assist client in claiming compensation
 - 2.9 Ensure the client has an onward recovery programme

3. GIVING INFORMATION AND GUIDANCE TO SURVIVORS OF SEXUAL VIOLENCE

Every client who contacts RASASC should be given unbiased and accurate information that helps them decide whether to report. If the information cannot be provided immediately, it is important that we find the relevant information quickly and contact the client within 48 hours. RASASC always gives assistance to everyone who calls, so that clients have information for ongoing support.

- 3.1 Give information to clients who call the office for advice and guidance about the legal system and are unsure whether to report to the police
- 3.2 Accompany clients to report to the police
- 3.3 Send out appropriate and relevant information
- 3.4 Refer clients to an appropriate organisation
- 3.5 Maintain professional boundaries with all clients and address them appropriately.
- 3.6 Record all client contact

4. LIAISING WITH OTHER AGENCIES

As a representative of RASASC it is important that employees present as professional and competent. It is therefore necessary to have a smart appearance, provide material that is up to date and well presented and that you conduct yourself appropriately.

- 4.1 Liaise with agencies that would benefit from receiving information about RASASC
- 4.2 Assist with the training and talks to other agencies
- 4.3 Ensure that all correspondence and emails are grammatically correct, professionally set out and accurate.
- 4.4 Ensure that your knowledge of the policies and procedures of RASASC is up to date
- 4.5 Represent RASASC on strategic committees and meetings
- 4.6 Represent clients views to other agencies

5. SELF DEVELOPMENT

Self analysis of competence is important to ensure a proficiency in the work.

- 5.1 To attend professional development programmes set up by RASASC
- 5.2 To identify other training that would help in your work
- 5.3 Attend regular line management meetings
- 5.4 Ensure full debriefing after difficult client sessions
- 5.5 Ensure that your legal knowledge is kept up to date

6. OTHER DUTIES AS DETERMINED BY THE ISVA MANAGER, CHIEF EXECUTIVE OR THE BOARD OF DIRECTORS

- 6.1 Undertake any other duties as determined by the CEO, ISVA Manager or Board of Directors
- 6.2 Share housekeeping duties with other members of staff
- 6.3 Participate in the daily activities of all RASASC'S business
- 6.4 Promote the ending of violence against women