



Job Description

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| Title | National ISVA Coordinator (for Hard to Reach Groups) |
| Location | Predominantly home based with some travel |
| Hours | Full time (40 hours a week) |
| Accountable to | Senior Management Team (SMT) Director with Responsibility for this Pilot |
| Notice Period | 1 Month |
| Salary Scale | Salary is £25,500 per annum 25 days plus bank holidays leave per annum |

Background Information

LimeCulture Community Interest Company (CIC) are working with the police nationally to develop an innovative new service for victims of sexual violence from hard to reach groups. This is currently a 12-month temporary position with the potential for extension beyond the pilot phase.

LimeCulture is a national specialist sexual violence training and development organisation that has been established to improve the competence and confidence of frontline professionals (and their agencies) working with victims of sexual violence.

Purpose of the Job

To work within a multi-agency setting to provide an empathic and pro-active support service to hard to reach groups. The postholder will establish and run a National ISVA Advice Line for adult victims of sexual violence and their families/advocates. A key focus of the role will be developing and working within new referral pathways to facilitate engagement with local services and access to the Criminal Justice System.



This role will also require engagement with victim advocates to raise awareness of the support available.

The National ISVA Coordinator will be employed by LimeCulture for the duration of the pilot (and beyond if extended), however the post will be seconded into a specialist sexual violence service provider who will manage the day to day operation of the Advice Line.

This is a full time Monday to Friday position where the postholder is predominantly home based but will be required to travel intermittently to the provider for the purposes of induction and for some face to face supervision. The role will also require limited travel to other venues across the country during the set-up phase of the project.

Main Duties and Responsibilities

General

- Deliver appropriate ISVA support and onward referrals to victims, their families and advocates via a National ISVA Advice Line who have experienced sexual violence or abuse at any point in their lives
- Engage with community and advocacy groups to understand and establish clients' specific needs within hard to reach groups and work with them to gain the trust and confidence of victims to access support
- Undertake a risk and needs assessment for each client accessing the National ISVA Advice Line and foster a positive, supportive and empowering approach
- Monitor and record progress and outcomes for clients utilising the provider's case management system and other recording systems, as required
- Monitor, maintain, plan and prioritise own workload
- Establish a professional working relationship with the police and complete onward referrals for all clients who wish to report to the police.
- Liaise directly and promptly with the police and other national partners regarding any safeguarding concerns.
- Liaise and refer to ISVA services local to the victim.
- Establish clear client referral pathways to other commissioned ISVA services nationally.
- Identify and communicate any risks and issues to the line manager at the earliest opportunity.



- Provide information on relevant issues such as court and police procedures
- Provide information in relation to Criminal Injuries Compensation
- Seek to ensure, where possible, people are able to access the help they need to enable them to cope and recover from their experience and to make informed choices
- Provide information and reports for managers, as required

Professional

- Develop positive relationships with partners such as the police and other ISVA services nationally.
- Develop and maintain knowledge and skills relevant to this area of work which meet the needs of the organisation, client group and sexual offences legislation.
- Maintain confidentiality in line with LimeCulture and the providers information governance policies

Communication and Public Relations

- Raise awareness of services in line with the police and LimeCulture's Communication Strategy
- Ensure communication between agencies is effective
- Represent the service in a professional manner

Other duties

- Work within LimeCulture and the provider's Health & Safety Policy and take responsibility for personal Health & Safety
- Attend regular line management, peer supervision and team meetings, as required. These meetings will mostly be conducted virtually but may require some travel.
- Carry out any other responsibilities that fall reasonably within the scope of the role and at the request of the Management Team



Person Specification

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| <p>Qualifications</p> | <p>Minimum of five GCSEs Grade C or above or higher-level educational qualification(s) (E)</p> <p>Educated to Degree level (D)</p> <p>Accredited ISVA Qualification (D)</p> <p>Safeguarding training to Level 3 (D)</p> <p>Professional registration or accreditation in relevant field, such as nursing, midwifery, social work, counselling, psychology, health visiting, etc (D).</p> |
| <p>Experience</p> | <p>At least two year's direct practice in managing complex client cases (E)</p> <p>Ability to work with minimal day to day supervision (E)</p> <p>Experience and ability to engage communities and hard to reach groups (E)</p> <p>Experience of building relationships with partner services and other professionals (E)</p> <p>Experience of working in a multi-disciplinary environment with professional boundaries (E)</p> <p>Experience in delivering services in a confidential environment (E)</p> <p>Experience of project development (E)</p> |
| <p>Knowledge & Skills</p> | <p>Knowledge of issues affecting victims of sexual violence and abuse (E)</p> <p>Ability to research and map services and produce meaningful</p> |



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| | <p>up-to-date pathways (E)</p> <p>Ability to negotiate and influence a wide variety of different professions, working in a multi-disciplinary setting (E)</p> <p>Knowledge and experience in relation to the Safeguarding of Vulnerable Adults and Children (E)</p> <p>Able to maintain professional, well written and comprehensive notes and write reports (E)</p> <p>Knowledge and understanding of the impact of Trauma (D)</p> <p>Competent use of IT i.e. Word, Outlook, Gmail, Excel, PowerPoint, etc (E)</p> <p>Excellent oral and written skills (E)</p> <p>Able to communicate in a concise and professional manner with a range of staff at various levels, both internal and external to the organisation (E)</p> |
| Other | <p>Willingness to complete an accredited ISVA qualification if not already qualified (E)</p> <p>Ability to work from home whilst maintaining the confidentiality of all those who access the service. (E)</p> <p>This post is subject to an Enhanced DBS check and police vetting (E)</p> <p>The Post Holder will be required to carry a work mobile phone during working hours</p> <p>Pension Scheme also available</p> |

E = Essential Criteria

D = Desirable Criteria