

Sexual Violence Liaison Officer (SVLO) Job Description

Role Description

The Sexual Violence Liaison Officer (SVLO) provides a proactive support and advice service to any student or staff member who has experienced sexual violence. This may include recent and non-recent cases of sexual violence.

The SVLO's role will vary from case to case, depending on the individual needs of each victim/survivor but may include:

- Explaining the University's relevant policies and procedures relating to tackling sexual violence/misconduct,
- Supporting the victim/survivor to make informed choices about their options relating to their education and other aspects of their lives,
- Identifying, monitoring and managing the individual risk and needs of the victim/survivor,
- Ensuring that victims/survivors are aware of the support available to them from within the university, including any available adjustments,
- Developing tailored support plans to address the individual's risks and/or needs,
- Coordinating the support available from within the University and assisting the survivor to access relevant university-based support (i.e. putting in place an individual support package),
- Ensuring that survivors are aware of the support available to them in the community, (including specialist sexual violence support and other mainstream services)
- Working in partnership with ISVA services to support the survivor to access local services in the community (or near their home),
- Managing a caseload,
- Maintaining and update records of all cases including initial referral, risk and needs assessments, support plan including any action taken,
- Ensuring due care is taken to limit the possibility of contamination of evidence and adhere to the Achieving Best Evidence (ABE) guidance in the event that the survivor decides to report to the police.

The SVLO will be responsible for raising awareness about the impact of sexual violence with students and staff. This will include delivering a range of training sessions to both students and staff focusing on:

- Consent and sexual violence
- Responding to disclosures of sexual violence
- Supporting survivors of sexual violence

The SVLO Team will develop a range of resources including webpages, videos, posters and leaflets to promote the work of the team and provide information about the support available at the university following sexual violence.

The SVLO will also contribute to the planning and delivery of Bystander Intervention Workshops.

Person Specification

The SVLO will be expected to develop good knowledge and experience in the following areas:

- Impact of sexual violence on victims/survivors
- Understanding of the principles of risk/needs assessment and support planning
- Knowledge of the support available across the university, including adjustments available to individual victims/survivors
- Knowledge of support available to victims of sexual violence in the community
- Knowledge of the university's discipline procedure and investigation process
- Understanding of the Criminal Justice System and the options available to the victim/survivor
- Understanding of importance of preserving evidence and achieving best evidence
- Ability to work safely and within professional boundaries
- Understanding of the barriers to seeking help following sexual violence
- Strong crisis management skills
- Ability and willingness to work in partnership and as part of a team
- Ability to work on own without close supervision
- Ability to manage caseload and work priorities
- Ability to collect and share sensitive information, adhering to protocols
- Understanding of safeguarding and legal responsibilities
- Willingness to undertake training (external and internal as required)
- Willingness and ability to work with both male and female victims/survivors
- Commitment to continued professional development
- Knowledge of and commitment to diversity and equality

This job description was developed by LimeCulture Community Interest Company in partnership with Keele University. If you would like any further information about the SVLO job description or the SVLO model for delivering an institution-wide response to sexual violence please contact info@limeculture.co.uk