**ChISVA Job Pack**

Please review the job description and person profile then complete the application form at the back of this pack. Hints and tips on completing the application form are included at the end of form. Return your completed form to [info@northamptonshirerapecrisis.co.uk](mailto:info@northamptonshirerapecrisis.co.uk) by 12pm Wednesday 27th March. Interviews will take place in Northampton Monday 1st April 2019. Please do not send a CV at this stage.

**Job Description**

**Job Title:** Children and Young People’s Independent Sexual Violence Advisor (ChISVA)

**Salary:** £18,000 actual salary. £22,200 pro rata

**Hours:**  30 hours to include one late evening

**Holidays:** 26 days plus 8 days statutory holidays per annum to be calculated pro rata to hours worked

**Location:** The post is based in Northampton but the post holder will be required to support clients across Northamptonshire (post holder must be able to travel throughout the county)

**Responsible to:**  Senior ISVA

**Job purpose**:

To work in cooperation with and as directed by the Chief Executive Officer and the Trustee Board within a multi-agency setting to provide a pro-active service to children & young people aged 10 years and over who are survivors of sexual violence within and outside of the criminal justice system.

* Develop and deliver a non-therapeutic advocacy and support service to children and young people.
* Help children and young people to access appropriate therapeutic interventions and to develop their own support network.
* Where necessary provide emotional and practical support through the criminal justice system.
* Risk assess and help children and young people keep safe.
* Support children and young people to access their rights.
* Support children and young people to access health and other services they require.
* Monitor and keep children and young people informed of case progress.
* Consider and respond to child safeguarding issues when engaging with all children and young people.
* Contribute towards service development.
* Maintain a caseload and accurate electronic records.
* Participate in individual clinical supervision, appraisal sessions and team meetings.
* Participate in group work facilitation.
* Provide information about the impacts of sexual violence and signposting to specialist support services.

The Children and Young People’s Independent Sexual Violence Advisor is expected to work within the ethos of NRC and have high standards of practice. The need to present a professional image as well as maintaining constructive relationships with the police and other agencies is paramount.

**Main Responsibilities:**

1. Clients

* Make contact with all clients referred to the service within 48 hours if possible and subsequently as necessary until other support is identified or at the client’s request.
* Undertake risk assessment and support needs analysis with client.
* Develop an individual support plan to address risks/support needs of client.
* In cases where the client is aged 16 and over and if the assault was Domestic Abuse (DA) related and the client is assessed as high risk, refer to Multi Agency Risk Assessment Conference (MARAC) following protocol and attend and participate in meetings, follow up on actions agreed in MARAC.
* Help clients to access services to which they are entitled, e.g. through setting up fast-track referral systems to sexual health follow-up services, making referrals to mental health services and local counselling organisations.
* Provide face to face and telephone support (non-therapeutic) to clients where appropriate.
* Help client to develop own support network.
* Explain criminal, legal and if relevant, civil remedies and housing options to clients/parents/guardians.
* Provide information and support in relation to Criminal Injuries Compensation.
* In accordance with information sharing policies, and where relevant, keep other agencies informed about important changes in client’s situation.
* Consider child protection issues when engaging with clients assaulted in a domestic setting and follow child protection policies whilst keeping the needs of the child/young person paramount.
* Assess and establish competence using Fraser guidelines.

2. If a client reports to the Police

* Support client through the criminal justice system, explaining the procedures and their role and rights within the system.
* Subject to local arrangements and the views of the client, support the client in the witness statement and during the trial phase in conjunction with the Witness Service.
* Liaise with the police and Crown Prosecution Service (CPS) on behalf of the client, with the client’s and/or parents’ consent and adhering to confidentiality policy in relation to release of information. If local protocols can be agreed, keep the client informed about case progress on behalf of the police in line with the requirements of the Victims Code of Practice.
* To participate in case conferences with the police, CPS, prosecuting barrister and child safeguarding services.
* Inform children and young people about their right to request special measures in Court and ensure that their preferences/needs are passed on and met.

3. Administrative

* Manage an agreed client caseload, reviewed quarterly, or dependent on demand.
* Maintain and monitor records of all cases.
* Follow procedures and protocols with other services so that the safety of the client is kept central to any process.
* Note and feedback to other agencies any consistent difficulties clients are having accessing their service.
* Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary.
* To develop and maintain effective communication systems with key partners including the police, CPS, court service, social services, education, primary care trust (mental and sexual health), Victim Support, Witness Service, voluntary sector organisations and Children and Family Court Advisory Support Service (CAFCASS).
* To participate in team meetings and peer review.
* To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
* To be fully aware of resources available regarding interpreters, signers etc.
* To monitor and evaluate effectiveness of the service.

4. General

* Be familiar with all aspects of the work of NRC.
* To have a clear understanding of the myths and facts of sexual violence, rape trauma syndrome, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
* Work flexibly as a member of the team and be responsive to changing needs.
* Be willing to undertake relevant training as required.
* Work within the policies and procedures of NRC and demonstrate a commitment to the values and ethos of the centre.
* Maintain agreed levels of confidentiality.
* Undertake any other duties that fall within the nature of the role and responsibilities

**Person Specification**

This form highlights the key skills and experience required and indicates how the different requirements may be assessed during the selection process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria: E = Essential D = Desirable  Method of Assessment: A = Application Form I = Interview E = Exercise | **Criteria** | **Method of Assessment** | | |
|  |  | **A** | **I** | **E** |
| **Education, Qualifications & Training** |  |  |  |  |
| Good standard of education (Level 4) or equivalent experience | E | X | X |  |
| Relevant qualification in counselling ,social care, health care, children & young people, community work or education | E | X | X |  |
| Safeguarding training & experience | E | X | X |  |
| CAF training | D | X | X |  |
| Good standard of English & Maths | E | X | X |  |
| Group work facilitation | D | X | X | X |
|  |  |  |  |  |
| **Employment History** |  |  |  |  |
| Relevant previous or current employment/work experience | E | X | X |  |
|  |  |  |  |  |
| **Skills & Experience** |  |  |  |  |
| Knowledge & understanding of the nature of sexual violence and its impact on children and young people | D | X | X |  |
| Experience of working with survivors of sexual violence | D | X | X |  |
| Knowledge of child protection issues and legislation including Fraser guidelines | D | X | X |  |
| Experience of taking appropriate action to safeguard children from significant harm, including work with Social Services | E | X | X |  |
| Significant experience of direct work with children and families in a family support capacity | E | X | X |  |
| **Skills & Experience Continued** | **Criteria** | **A** | **I** | **E** |
| Knowledge of interventions which may be used to support children, young people and families | D | X | X | X |
| Experience of delivering parenting programmes | D | X | X |  |
| Understanding of gender equality duty | D | X | X |  |
| Understanding of the need to maintain personal records of clients | E | X | X |  |
| Experience of and ability to work pro-actively | E | X | X |  |
| Good knowledge of issues around lone working | E | X | X |  |
| High standards of practice and presentation of work | E | X | X | X |
| Able to prioritise own workload and deal with competing demands | E | X | X |  |
| Experience of working in partnership with a range of agencies | E | X | X |  |
| Understanding the need for professional confidentiality and its boundaries | E | X | X |  |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice | E | X | X |  |
| Strong crisis management skills, methodical and well organised | E | X | X |  |
| Ability to work in an empathic manner, to maintain consistency and develop a rapport with service users | E | X | X | X |
| Proficient at using IT including Windows, Microsoft Office, email , the internet and databases | E | X |  |  |
|  |  |  |  |  |
| **Special Requirements** |  |  |  |  |
| Eligible to work in the UK | E | X |  |  |
| An enhanced disclosure and barring service check (DBS) | E |  | X |  |
| Willing to access training relating to duties | E |  | X |  |
| Able to work unsociable hours if required | E |  | X |  |
| Able to travel throughout Northamptonshire | E |  | X |  |

**Application For Employment**

|  |  |
| --- | --- |
| **Post for which you are applying:** |  |
| **How did you learn about the post?** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Preferred Title:** |  |
| **First Names:** |  | | |
| **Address:** |  | | |
|  | | |
| **Tel No. Eve):** |  | **Tel No. (Day):** |  |
| **Email:** |  | | |
| **Mobile:** |  | | |

|  |
| --- |
| **hINTS AND TIPS ON COMPLETING THIS FORM**   * Please note CV’s are not accepted * We wish to ensure that comparison between applicants is fair and in line with the NRC Diversity and Equality Policy. The information you provide on this form together with your personal statement will be used in deciding whether you will be short-listed for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. * You should use the points in the Person Specification as headings when filling in the section of the application form that says ‘personal statement’ or if you prefer write a paragraph on each criteria. * It is the applicant’s responsibility to ensure that completed application forms are received by the closing date. * Please write in black ink. |

**Educational Qualifications**

|  |  |
| --- | --- |
| **Relevant Qualifications obtained**  **Certificates, diplomas, degrees etc** | **Date** |
|  |  |

**Training Courses**

|  |
| --- |
| **Give brief information about any relevant training courses you have attended together with dates.** |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Date of Appointment:** | **Date Left (if applicable):** |
| **Salary:** | **Post held:** |
| **Period of Notice required:** | |
| **Please give a brief description of your duties and responsibilities** | |
| **Reason for leaving (if applicable):** | |

**Previous Employment and Voluntary Experience**

Include all paid employment and any voluntary work relevant to your application

|  |
| --- |
|  |

**References**

Please give details of two people not related to you who may be approached for references. You should include your current or most recent employer.

|  |  |
| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone No.** | **Telephone No.** |
| **Email:** | **Email:** |
| **Occupation/Relationship:** | **Occupation/Relationship:** |
| **PERSONAL STATEMENT**  Please write a personal statement of not more than 750 words which covers   * Why you are interested in the job * Your skills, experience and knowledge in relation to the Person Specification. * Short-listing will be based on the degree to which you match the qualities in the Person Specification. You must address each point on the Person Specification (you can use numbering if you find it advantageous).   **N.B. If needed please write on an A4 piece of paper and attach it to the form.** | | |

**Equal Opportunities Monitoring Form**

NRC wishes to monitor the effectiveness of its Equal Opportunities Policy and ensure that no direct or indirect discrimination is taking place. In order to help us do this we would like you to complete this form.

**This form will be detached from your application form and will not be used to influence the selection process in any way.**

Do you consider yourself disabled?

Yes No

How would you describe your ethnic background?

How would you define your sexuality?

How old are you?

|  |  |
| --- | --- |
| 18-25 |  |
| 26-35 |  |
| 36-45 |  |
| 46-55 |  |
| 56 -66 |  |

I confirm that, to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK.

Signature: Date: