

Reporting to the Community Team Leader, this role sits within the Community Services Team, providing proactive, trauma-informed support to individuals who have experienced, or are currently experiencing, sexual violence. The role focuses on empowering clients to navigate the Criminal Justice (CJ) process, access safety and emotional wellbeing support, and rebuild confidence and control over their lives.

Working as part of a multi-agency response, the ISVA will take a whole-person approach to safeguarding, wellbeing, and recovery, ensuring that the voice and choice of the service user is central to all support planning and decision-making.

Prime objectives of post

1. To manage a varied caseload, providing tailored emotional and practical support to people affected by sexual violence at all stages of the CJ process, from report to post-trial.
2. To advocate on behalf of clients across multiple systems, including the Police, CPS, Courts, and partner agencies, ensuring victims' rights are upheld in line with the Victims' Code of Practice.
3. To provide trauma-informed, non-judgemental support that empowers survivors to make informed choices about their recovery, safety, and engagement with statutory and non-statutory services.
4. To strengthen partnerships across the local DASV and CJ networks, ensuring joined-up, safe, and inclusive responses to sexual violence.

General Duties

1. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements
2. Maintain up-to-date knowledge of legislation, policy, and best practice relating to sexual violence and the CJ process.
3. Adhere to Staying Put's safeguarding, confidentiality, and data-protection policies at all times.
4. Participate in reflective practice, supervision, and ongoing professional development including trauma-informed training and SafeLives ISVA accreditation.
5. Contribute to the monitoring, evaluation, and continuous improvement of the ISVA service.
6. Represent Staying Put at relevant forums, panels, and partnership meetings, promoting the service and contributing to strategic priorities.
7. Work flexibly to meet service needs.

Range of Duties

1. Conduct holistic needs and risk assessments, developing individual support and safety plans that reflect trauma-informed and empowerment-based practice.
2. Provide clear guidance on the CJ process, ensuring clients understand each stage (police investigation, CPS decisions, court hearings, trial, sentencing, and post-trial).
3. Support clients to attend interviews, pre-trial visits, hearings, and court sessions, offering both practical and emotional support.
4. Liaise with Police, CPS, Witness Care, and other professionals to ensure clients are kept informed of developments and are included appropriately (e.g., on MG2 forms).
5. Support clients to exercise their Victims' Right to Review (VRR) when relevant, explaining processes and timescales and helping prepare rationales for appeals.
6. Coordinate Pre-Trial Visits (PTV) and ensure clients understand options for Special Measures (e.g., screens, live link, Section 28 hearings, intermediaries).
7. Promote awareness and understanding of trauma-informed principles across all interactions, ensuring emotional safety, choice, and control remain central.

8. Signpost or refer clients to complementary services (e.g., counselling, housing, benefits, safeguarding) and liaise with relevant professionals to ensure joined-up support.
9. Maintain accurate, timely, and confidential case records on the case management system, including risk assessments, safety plans, and support notes.
10. Provide accurate updates and feedback to multi-agency meetings and safeguarding forums where required.
11. Undertake exit planning with each service user, ensuring safe disengagement, onward referrals, and continued access to support if required.

The duties of this post may vary from time to time, without altering its overall nature.

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

Personnel Specification

(Essential unless stated)

Knowledge and experience	▪ Must have a proven track record of supporting people (adults and children affected by domestic abuse and or sexual abuse violence) ▪ Must have a proven track record of partnership working and have the skills and ability to build and maintain positive relationships with partners ▪ Must have the ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly ▪ Strong team working capabilities and ability to liaise and co-ordinate effectively with peers in the area to achieve service objectives. ▪ Must be able to communicate effectively both verbally and written form with service users, colleagues and partners ▪ Must show an ability to articulate views and ideas in a persuasive way ▪ To demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery
Skills	▪ Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision. ▪ Must be committed to ensuring the delivery of quality services taking account specific account of the needs of clients ▪ Possess IT skills, including use of Databases, Word, Outlook and Excel ▪ Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time.
Personal attributes	▪ A strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and able to prioritise workload effectively ▪ Ability to produce practical and creative solutions to issues and problems ▪ An understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives ▪ Ability to demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery ▪ Must have an empathic, non-judgmental, non-directive and anti-discriminatory approach ▪ Possess a high level of self-motivation with a 'can-do' attitude that can inspire others Other ▪ Must have a current driving license with access to a vehicle for work purposes ▪ Undergo a DBS check with a successful outcome
Education / qualifications	▪ Level 3 math's and English ▪ ISVA qualification (or commitment to complete within agreed timeframe). ▪ Trauma-Informed Practice training (or willingness to complete upon appointment).
Our values are - Inclusivity, Integrity, Passion and Drive	

Terms and Conditions of Employment

Job Title	Independent Sexual Violence Advocate (ISVA)		
Salary	£27,554 - £28,735 (depending on qualifications) FTE per annum		
Hours of Work	18.75 hours per week (0.5 FTE), worked flexibly Monday to Friday to accommodate court attendance and service needs. The post holder may be required to work some unsocial hours. Flexible working – core hours are 10am until 4pm – see Flexible working policy		
Annual Leave	30 Days (pro rata for part time employees.) The annual leave year runs from 1st April to 31st March.		
Birthday Leave	Day off for your birthday in addition to annual leave		
Bank Holidays	8 Statutory Bank Holidays (pro rata for part time employees)		
Pension	Staying Put offers an employer contribution of 3% to the company's stakeholder pension scheme with auto enrolment after 12 weeks. Employees contribute 5% after enrolment.		
Wellbeing	Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an Employee Assistance Programme (EAP) to all staff and a healthcare plan with GP access and discounted gym memberships for all staff confirmed in post. Agile Working and Flexible Working policies are in place to assist with work life balance.		
Employee Benefits	An employee discount scheme and financial wellbeing benefit, with access to financial coaches, are in place for all employees.		
Death-in-service Benefit	2x annual salary		
Probationary Period	The post holder will need to satisfactorily complete a 4-month probationary period.		
Expenses & Car Usage	Expenses are reimbursed in line with the expenses policy. 55p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties. Appropriate insurance must be in place.		
Sickness	Years of service Up to probationary period	Full pay SSP Only	Half pay SSP only
	Post Probationary period	2 months	2 months