



# **Candidate Information Pack**

## ***LGBTQ+ Independent Sexual Violence Advisor (ISVA)***



# Contents

1. Our Organisation/ Our Vision, Mission & Values
2. The Role
3. The Application





# Our Organisation



Thank you for your interest in this position at Victims First Northumbria (VFN).

VFN was set up in April 2015 to enhance the support to victims of crime, many of whom are vulnerable and I joined the service in June 2016. In the first year, we received 16,000 referrals to the service which has gradually increased to a figure just under 30,000. This is a fantastic achievement but also brings with it some challenges. Another key feature of the service is the offer of victim centred Restorative Justice and we work in partnership with other organisations to do this.

The service is led by a Board of Trustees and in addition to a team of just over 20 paid staff, the service is supported by a dedicated team of volunteers. Victims cope and recovery is our highest priority and I am pleased to report that 94% of victims that have received support have said that this has helped them cope and recover with 99% satisfaction rates.

Despite the COVID19 crisis, we have continued to provide vital support to many people within our community and will continue to do so. This is an exciting but challenging time and I am pleased you are interested in joining us on our journey.

***Chief Executive (Ruth Parker)***

## Our Vision, Mission & Values

### Vision

We will put the victim at the heart of everything we do, increasing the support to the most vulnerable and those persistently targeted.

### Mission

To create a Northumbria area where victims of crime feel confident to seek help and when they do, they are provided with a choice of high quality support tailored to meet their individual needs.

### Values

We are responsive, trusted and ambitious; valuing integrity, empathising and empowering victims in their recovery journey.

# The Role

<b>Post Title:</b>	<b>LGBTQ+ Specialist Independent Sexual Violence Advisor (ISVA)</b>
<b>Line Manager:</b>	Service Manager
<b>Salary:</b>	£22,171 to £24,513.
<b>Hours:</b>	Full Time/ Permanent (applications will be considered for Part Time working or Job Share)
<b>Location:</b>	Cobalt Business Park (may involve some homeworking due to COVID19)

**Purpose:** To act as a single point of contact for victims of sexual offences who require specialist tailored support. To provide impartial information to victims about all of their options, within and outwith the criminal justice system, and advocate on their behalf. To develop personalised cope and recovery plans and co-ordinate support for victims in accordance with the Victims Code of Practice and their personal situation, circumstances and needs.

NB: This role will work predominantly with LGBTQ+ clients, but will also have some clients who do not identify as LGBTQ+.

## The person

As a Victims First ISVA you will:

- Provide non-judgemental, impartial information to empower individuals to make informed choices.
- If the victim wishes to report their experience to the police, you will provide practical and emotional support and information to facilitate a criminal justice pathway, ensuring they are updated and fully informed throughout the process.
- Work with clients to identify other needs and tailor a support package to facilitate coping and recovery.
- Build local knowledge of what services are available and we will look for you to proactively identify any gaps in service to inform future provision.

In order to keep the victim at the heart of this service development it is essential that you:

- Have an in-depth understanding of, and sensitivity to, the issues relating to rape, sexual abuse, domestic abuse, and other forms of violence, including their impact on survivors.
- Have some experience and knowledge of working with victims of sexual offences and/or other forms of violence, including support throughout the criminal justice setting or court proceedings.
- Have experience of working with LGBTQ+ victims of sexual offences and/or other forms of violence.
- Have in-depth knowledge and understanding of the potential additional needs, different lived experiences, and additional barriers to speaking out experienced by LGBTQ+ victims.
- Have a passion for delivering the highest standards of care and service.
- Be adaptable and open to change, and be flexible in approach to situations and people.
- Take personal responsibility and show resilience when dealing with difficult circumstances.
- Have excellent communication skills, in particular, empathic listening.
- Demonstrate the ability to effectively engage, build and maintain strong relationships with a range of individuals and groups in multi-agency environment.
- Can demonstrate initiative and innovative solutions to ensure victim satisfaction and identify opportunities for improvement.
- Are confident in the use of systems to allow you to maintain accurate records in line with the Victims First Performance framework and adhere to data protection policies.
- Can demonstrate effective end to end case management experience including assessing risk, managing plans, accurate recording, professional judgement, and working to deadlines and timescales.

It is desirable, but not essential, that you already possess an accredited ISVA qualification.

*The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.*

# The Application

The role will be based at Cobalt Business Park but involve extensive attendance at local courts (dependant on current COVID19 guidelines home working may be required). The post holder must be flexible and responsive to individual and system needs.

Please refer to the Role Definition for further information: [independent Sexual Violence Advisor - VFN - Role definition.pdf](#)

You can find our Data Retention Policy here: [Data Retention Policy](#)

Our application form can be found on our website via this link [LGBTQ+ ISVA Application Form](#), or by contacting [enquiries@victimsfirstnorthumbria.org.uk](mailto:enquiries@victimsfirstnorthumbria.org.uk).

## **Vetting:** Recruitment Vetting (RV)

Applicants must be a resident of the UK for a minimum period of 3 years to ensure vetting checks can be successfully performed.

## **Vacancy Contact:**

To discuss the position in more detail please contact Emma Brown :

[Emma.brown.6454@northumbria.pnn.police.uk](mailto:Emma.brown.6454@northumbria.pnn.police.uk)

## **COMPLETED APPLICATIONS TO BE EMAILED TO OUR SERVICE MANAGER EMMA BROWN:**

[Emma.brown.6454@northumbria.pnn.police.uk](mailto:Emma.brown.6454@northumbria.pnn.police.uk)

## **Recruitment Timeline**

*Closing date:* By close of business Monday 3rd August

*Sifting:* 4th/5th & 6th August

*Interviews:* w/c 17th August

