



Candidate Information Pack

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

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

Purpose: Provide a single point of contact for victims of sexual offences identified as having needs. 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.

The person

As a Victims First ISVA you will assist victims of sexual crimes with support and information on the progress of prosecutions in order to support Northumbria Police and Victims First's objectives.

You will ensure victims are updated and supported throughout the Criminal Justice process. You will assess the needs of individuals and tailor support packages which identify with the specific needs of each case.

You will 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 some experience and knowledge of working with and or supporting victims of sexual crimes and violence including support throughout the criminal justice setting or court proceedings
- 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 [ISVA Application Form](#), or by contacting 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

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

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

