



39 Blossom Street
York
YO24 1AQ
03000 110 110
info@idas.org.uk
idas.org.uk

Dear applicant,

Thank you for your interest in working with IDAS.

Please find enclosed:

- Guidance notes – **please read these carefully**
- Job description
- Person specification
- Application form - please download from our website: [here](#)
- Link to our Diversity and Equalities Monitoring questionnaire: [here](#)

If you require any additional information about the position, please email info@idas.org.uk

All completed applications should be emailed to hbrandpayroll@idas.org.uk or posted to IDAS, HR & Payroll Officer, 39 Blossom Street, York YO24 1AQ. Email applications are preferred.

All applicants should also complete our Diversity and Equalities Monitoring questionnaire via the following link [here](#) This information helps us understand whether our recruitment process has reached a wide audience and it will be held completely confidential.

The closing date for this post is noon on Monday 31st January 2022 It is anticipated that interviews will be notified / held shortly after.

Unfortunately, we are unable to provide feedback on applications.

Best Wishes,

Tracey Beever

Head of People, Independent Domestic Abuse Services.



Safe lives, free from abuse and violence

GUIDANCE NOTES: Independent Domestic Abuse Services

- Please read the job description and person specification before completing the form.
- Use black ink when completing the form.
- Complete the application form as fully as possible, referring to the job description and person specification. We only short-list people for interview who meet every essential requirement on the person specification.
- Include information about your relevant experience, this can be experience gained through voluntary work, interests or hobbies as well as through paid employment.
- Include details of why you want to work for IDAS as well as information about your experience.
- Please return the application form via email to: hrandpayroll@idas.org.uk.
- Please complete the Diversity and Equalities Monitoring Questionnaire using the link provided.
- All your personal information is held in accordance with IDAS Data Protection and Confidentiality Policies and will not be shared with anyone other than for the purpose of this recruitment process.

Independent Domestic Abuse Services (IDAS)

Job Description

JOB TITLE:	Independent Sexual Violence Advisor (ISVA) Maternity Cover
CONTRACT:	1 Year fixed term
LOCATION:	York
SALARY:	NJC Points 12-18 Starting £22,571.20 (Full-time) £11,285.60 (pro-rated for Part-Time)
HOURS:	18.50 hours
LEAVE:	26 Days + Bank Holidays (Full-time)
RESPONSIBLE TO:	Local Area Manager
RESPONSIBLE FOR:	Volunteers & student placements

Flexible working patterns will be required to meet the needs of the project and will include evening and weekend work. Staff may be required to work in various locations. Annual leave and time off in lieu to be taken with the prior agreement of your line manager.

OVERALL OBJECTIVES

To provide practical and emotional support to anyone who is a victim of sexual violence including young people aged 13 years or older and the parents of younger children.

To operate in accordance with best practice and within the policies and procedures of IDAS.

PARTICULAR TASKS OF THE POSTHOLDER

Individual Support for Clients

- To support victims of sexual violence through the Criminal Justice System, explaining the procedures and their rights within that system.
- To complete a holistic, client-centred needs assessment and provide support and ongoing referrals to meet these needs using a cope and recovery plan to record and monitor progress.
- To support the client in the witness statement and during the trial phase in conjunction with Witness Services.
- To liaise with the police and CPS on behalf of the client (with the client's consent) and to keep the victim 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 and prosecuting barrister.

- To ensure that special measures are in place where appropriate.
- To work in conjunction with legal services and the police to ensure that clients are offered the highest quality advice and support with regards to any legal action that they may be taking.
- To work with clients to ensure their needs are met either by this service or by referring on to a more appropriate service.
- To provide information and support in relation to Criminal Injuries Compensation.
- To develop an individual risk assessment with each client and ensure that appropriate action is taken following this.
- To provide information and support to the parents of children who have been sexually assaulted.
- To make referrals to other specialist services: counsellors, sexual health clinics, the Rape Support Line etc. where the client requests this.
- To participate in the delivery of a help-line to victims of domestic abuse and sexual violence.
- To highlight safeguarding concerns and report these to appropriate agencies.

Internal and External Liaison and communication

- To communicate positively with colleagues and promote IDAS values and ethos across the organisation.
- To attend and participate positively in relevant meetings, training, supervision and annual appraisals.
- To act as an advisor on sexual violence within IDAS providing training and updates to staff and volunteers.
- To liaise with and train external agencies to increase public awareness of the issues surrounding domestic abuse.
- To promote the work of Independent Domestic Abuse Services (IDAS) modelling a high standard of professional behaviours.
- To represent IDAS at appropriate meetings and forums.
- To develop positive links with voluntary and statutory agencies.
- To keep up-to-date with national and local government decisions pertinent to IDAS.

Administration

- To keep clear and up to date records and information.
- To record all information on IDAS Case Management System.



Other

- To participate (on a rota basis) in the delivery of an out of hours helpline.
- To provide support and guidance to volunteers.
- To ensure the smooth running of the project in line with IDAS’s policies and procedures.
- To work on a flexible basis with some unsociable hours to meet the needs of the project.
- To undertake all other reasonable tasks requested by the management team.
- To assist in fundraising activities.

Person Specification – ISVA

Qualities required	
Skills and experience	<p>Working with people</p> <ul style="list-style-type: none"> ▪ Must have a proven track record of working with people affected by sexual violence ▪ Must have a proven track record of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders ▪ 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 area objectives <p>Communication</p> <ul style="list-style-type: none"> ▪ Must be able to communicate effectively with clients, colleagues and stakeholders ▪ Must show an ability to articulate views and ideas in a persuasive way ▪ To be confident at presenting information in a variety of situations, including court settings, in formal training and dealing with feedback and challenges <p>Equality and Diversity</p> <ul style="list-style-type: none"> ▪ To demonstrate a commitment to the principles of equal opportunity and diversity.

Organisational abilities	<p>Service Delivery</p> <ul style="list-style-type: none"> ▪ To have a clear understanding of best practice in relation to providing support to clients going through the criminal justice system ▪ Must be able to keep up to date with current thinking, developments and research and incorporate these into service provision.
---------------------------------	---



	<ul style="list-style-type: none"> ▪ Must be committed to ensuring the delivery of quality services taking specific account of the needs of clients <p>Finance & Administration</p> <ul style="list-style-type: none"> ▪ Should be able to demonstrate literacy skills ▪ Should possess IT skills, including knowledge of Word, Outlook and Excel ▪ Ability to operate within a quality assurance framework, ensuring objectives and targets are met on time and within budget.
Personal effectiveness	<p>Approach to work</p> <ul style="list-style-type: none"> ▪ Must be a strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and is able to prioritise workloads effectively. ▪ Able to produce practical and creative solutions to issues and problems. <p>Other</p> <p>Must have a current driving license.</p>
Education / qualifications	Must have a recognized ISVA / IDVA qualification or two year's relevant experience
Commitment to IDAS	<p>Commitment to organisational goals</p> <ul style="list-style-type: none"> ▪ Should be able to demonstrate a strong commitment to the objectives and values of IDAS. <p>Embracing change</p> <ul style="list-style-type: none"> ▪ Should be open to and supportive of change and new ways of working and able to gain buy-in and long-term commitment from the team.
<p>The post holder is expected to work within policies and procedures of IDAS and be committed to its ethos and values. This will include promoting and demonstrating the principles of equal opportunity including encouraging diversity and tackling discrimination.</p> <p>IDAS values</p> <p>We are: Compassionate, determined, inclusive, courageous and respectful.</p>	