RASASC
Rape & Sexual Abuse Support Centre

*Making a difference to the lives of those affected by rape and sexual abuse*

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| **Position:** | **Independent Sexual Violence Advisor (ISVA) Full or Part-time** |
| **Hours:** | Full time, or part-time considered for the right candidate |
| **Salary**: | Competitive salary dependent on and reflective of experience, qualifications, and training. Starting range (for 35 hours/FTE) **from £29,637 to over £30,000 depending on experience** |
| **Location:** | Based in Guildford and covering Surrey |
| **Accountable to**: | ISVA Team Leader |
| **DBS check:** | Yes (enhanced) |
| **Closing on:** | **Friday 6th November** |

***If you do not meet every requirement but believe you meet some and could bring valuable skills and experience to the role, we encourage you to apply.***

This is a new opportunity to join our Independent Sexual Violence Advisor (ISVA) team.

We are committed to equal opportunities, and we warmly encourage applications from all sections of the community particularly applicants from diverse groups.

RASASC is a registered charity which has been providing support to survivors of rape and sexual abuse of all genders (both recent and non-recent) and young people from 13 years old, from across Surrey since 1992.

We provide an Independent Sexual Violence Advisor (ISVA) Service. ISVAs support survivors to help them overcome the abuse they have suffered and to rebuild their lives. This service also includes supporting the survivor to seek justice through the judicial system, should the survivor wish.

We also provide one-to-one counselling, group work, youth counselling, a support line, and a family support programme.

Volunteers are an important part of the work we do. Volunteers staff our support line and many of our qualified counsellors work on a voluntary basis with survivors of rape and sexual abuse.

## ISVA

ISVAs are survivor-focused advocates, who support survivors of recent and non-recent rape and sexual abuse to enable them to access the services they need in the aftermath of the abuse they have experienced. An ISVA provides individual support, and this will vary from client to client.

This role is based at the RASASC Guildford office and will work across Surrey. The ISVA must have a full driving licence and use of a car that can be used for work purposes.

You will be part of a dedicated, experienced, and friendly team. The ISVAs meet fortnightly for peer support and work collaboratively with each other to share knowledge. Each ISVA has a lead area of responsibility in addition to your caseload supporting a range of clients.

You will be provided with monthly clinical supervision and attend monthly one-to-one meetings with the ISVA team leader.

We welcome applications from all candidates but are particularly looking for those who can demonstrate the experience listed in the essential criteria of the person specification, and especially from those who can evidence the desirable skills and/or have an existing ISVA qualification.

Please note if you are not qualified, the ISVA will be required to undertake accredited training specifically designed to support them in delivering this service. Currently this training is delivered virtually.

Independent Sexual Violence Adviser (ISVA) – Job Description

## Role Purpose

- Provide independent, survivor-focused support to people who have experienced rape or sexual abuse.
- Offer impartial information about all options available, including the criminal justice system, Sexual Assault Referral Centres (SARCs), sexual health services, and other relevant local services, enabling survivors to make informed choices without pressure.
- Support survivors regardless of whether they choose to report to the police, are considering reporting, are progressing through the criminal justice process or are no longer involved in that process.
- Maintain a balanced caseload and deliver timely, responsive support in line with individual needs, assessed risk and service priorities.
- Be based at Guildford RASASC and travel throughout Surrey as required.
- Undertake other duties that are broadly consistent with the purpose and level of the post, recognising that this job description cannot cover every matter that may arise.

## Key Tasks and Responsibilities

- Deliver a specialist, independent advocacy service that is distinct from the roles of a crisis worker and counsellor.
- Complete risk assessments and support-needs assessments collaboratively with each survivor, and develop, review, and update an individual support and safety plan.
- Provide practical information, advice, advocacy, and support across issues such as housing, health, education, and access to other services, helping to promote the survivor’s safety, wellbeing, and recovery.

- Explain criminal justice processes clearly, provide appropriate updates and support survivors to communicate with relevant agencies, while remaining independent and survivor led.
- Manage an allocated caseload effectively, prioritising work according to risk, need and agreed service timescales.
- Maintain accurate, timely and confidential case files, records, and monitoring information in accordance with funding requirements, RASASC policies and relevant data-protection obligations.
- Work collaboratively with statutory and voluntary-sector partners, making referrals and advocating for survivors where appropriate.
- Provide specialist advice to colleagues across the ISVA service and the wider RASASC team on the impact of rape and sexual abuse and the support needs of survivors.
- Attend events and outreach sessions to raise awareness of RASASC and the ISVA service.

## Person Specification

If you do not meet all the criteria but have transferrable skills, please do still apply. Salary will be reflective of the skills and experience you evidence.

### Ideally Experience of:

- experience working directly with vulnerable adults and/or children
- managing a complex caseload
- undertaking risk and needs assessments
- identifying and responding to safeguarding concerns
- building effective relationships with partner organisations
- providing services within a confidential environment
- managing a workload with minimal day-to-day supervision

### Knowledge & Skills

- knowledge and experience of safeguarding adults and children
- knowledge of risk assessment and risk management
- understanding of trauma and trauma-informed practice
- ability to negotiate and communicate effectively with a wide range of professionals and clients
- ability to maintain clear, accurate and comprehensive case notes
- excellent verbal and written communication skills
- competent use of IT, case management, and digital communication systems

### Other

- willingness to participate in regular supervision
- enhanced DBS check will be applied for

## Qualifications

- Accredited ISVA qualification or equivalent (desirable)

In return, we can offer you 25 days annual leave (pro rata for part-time hours, eight public holidays (pro rata for part-time hours) contributory pension scheme, an Employee Assistance Programme and reimbursement of travel expenses at 55p per mile.

Application

We are committed to equal opportunities, and we warmly encourage applications from all sections of the community particularly applicants from diverse groups.

1st Interviews will be held on Wednesday 18th November, and should you be short listed you will be invited to 2nd interview on Tuesday 24th November at our offices in Guildford.

If you are interested in joining our team or if you have any questions about the role, please do give us a call as we would love to hear from you – contact Sally Hutton on 07740 107538 or Yvonne Keanne on 07860 921278 for more details or please complete the application form.

**This recruitment will close by 12 noon on Friday 6th November**

**How to Apply:** Please download the application form https://www.rasasc.org/work-for-us and email it to Liz Joyce admin@rasasc-guildford.org

**If you are applying for a part-time role please indicate this on your application form with the number hours that you are applying for. Please note hours must be Monday to Friday between 9am-5pm**