

## Role Description

<b>Job Role:</b>	Children's Independent Sexual Violence Advocate (ChISVA)
<b>Reporting Line:</b>	Head of ISVA and chISVA Services
<b>Contract:</b>	Full time 37.5 hours per week, 9am - 5pm, Monday-Friday.
<b>Location:</b>	Office based in Warwick and covering Warwickshire & travel (hybrid office and homeworking)
<b>Salary:</b>	£28,000 to £32, 250 per annum
<b>Benefits:</b>	Matched pension contribution up to 5%   External Clinical supervision provided   25 days holiday + Bank Holidays Incremental annual leave with length of service   Training and CPD   Salary progression based on qualifications, length of service, and performance.

## Key Responsibilities

- Manage an agreed caseload and respond promptly to new referrals, completing risk assessments and needs analysis to prioritise client safety.
- Develop tailored support plans based on each child's needs, ensuring communication and support are appropriate for their developmental stage.
- Offer ongoing non-therapeutic support by phone and in person to children and their trusted adults, helping them build wider support networks.
- Support children and families throughout criminal justice process, including attending court, explaining procedures, and helping them understand their rights and options.
- Act as the link between the child and partner agencies, keeping others informed with consent, and explaining options including compensation and housing.

- Work closely with schools and other professionals to support the child's wellbeing, attendance, and learning needs, including tailored safety and support plans.
- Build positive working relationships with police, CPS, social services, schools, health professionals, CAFCASS and others, sharing relevant updates and coordinating support.
- Attend case conferences and multi-agency meetings (e.g. MARAC, MASH, CIN) and advocate for the child's needs.
- Keep accurate, up-to-date case records and reports, ensuring insight into client journeys and sharing learning to improve the service.
- Follow Safeline's policies, processes and values, keeping the child's needs at the centre of your work and maintaining confidentiality at all times.
- Share your knowledge and expertise with colleagues, contribute to team meetings and referrals, and support continuous service improvement.
- Understand how abuse affects children differently than adults, with a focus on sexual violence, mental health, and safeguarding.
- Work collaboratively with colleagues to ensure consistency and cover during periods of absence.
- Engage in supervision and invest in professional development, including maintaining a minimum Level 3 ISVA qualification.
- Deliver or support internal and external training to raise awareness of the advocate role.
- Participate in line management, appraisals, and team learning and development.

## Person Specification

### Qualifications and Training

- ISVA qualification (or willingness to complete it); ChISVA qualification (or willingness to attend training).
- Willing to attend Safeline's "Working with Survivors of Sexual Abuse" programme.

## Experience

- At least 6 months dedicated ISVA experience is desirable.
- Experience supporting clients from report through to trial, with advocacy across police, CPS, and social care.
- Strong background in multi-agency working, risk assessment, crisis management and safety planning.
- Skilled in working with children and families in emotionally challenging situations.
- Confident managing confidential and sensitive information appropriately.

## Knowledge and Skills

- Understanding of the impact of sexual violence on people of all backgrounds and ages.
- Strong grasp of safeguarding, the Victims Code, legal processes, and trauma-informed working.
- Confident communication skills, both verbal and written, with the ability to keep clear case notes.
- Ability to evaluate and reflect on case work and share learning.
- Commitment to non-discriminatory practice, confidentiality, and ethical working.

## Personal Attributes

- Works well independently and in a team, with flexibility to adapt to client needs.
- Committed to continuous improvement and learning.
- Holds a full driving licence and has access to own transport.

## Key measures of Success

Work needs to be done to identify key measures of success that will enable us to identify whether or not our ISVA service is keeping clients safe and providing them with the practical and emotional support they need to regain control of their lives. Assisting the Lead ISVA in monitoring the following areas to ensure we can identify areas for improvement:

- Did we provide timely and appropriate advice to the victim?
- Did we provide timely and appropriate practical and emotional support to the victim?
- Have we increased victim safety and reduced the risk of further assault?
- Did we keep the victim informed about their case as it progressed through the criminal justice system?
- Have we helped victims who engaged with the CJS feel comfortable enough to continue through to conclusion?
- The number of referrals received from partner agencies and how that compares to previous years
- Feedback from partners on the standard of support we provide.

*Safeline is committed to the safeguarding of young people and vulnerable adults and adopts strict measures to ensure the safety of its clients. Safeline expects all staff to work within its safeguarding policies and procedures.*