

Independent Sexual Violence Advocate

Children and Adult Services

Job Posting
September 2026

Reports to: ISVA Manager

Contract: Full time, 37.5 hours per week, 9am - 5pm, Monday-Friday

Location: Office based in Warwick covering Warwickshire & travel (hybrid office and homeworking considered)

Salary: £28,000 per annum (increasing subject to relevant qualifications)

Benefits: Matched pension contribution up to 5% | External Clinical supervision provided | 25 days holiday + Bank Holidays + Birthday Leave | Incremental annual leave with length of service | Training & CPD

Who we are

Our Mission

Safeline is a specialist charity working to prevent sexual violence and abuse and to support those affected to cope and recover. Our ISVA service provides specialist, tailored advocacy for survivors of sexual abuse and rape across Warwickshire, helping them navigate the criminal justice system and rebuild their lives.

As an Independent Sexual Violence Advocate, you will be a consistent, trusted presence for clients at some of the most difficult moments of their lives. You will carry your own caseload, build relationships with partner agencies, and ensure that every client who comes to Safeline feels heard, informed, and supported.

Responsibilities

Direct client work and caseload management

This is the core of the role. You will carry and actively manage a caseload of adult clients, providing consistent, high-quality advocacy from referral through to the conclusion of their case.

- Manage an agreed client caseload, subject to demand and reviewed regularly.
- Provide effective support by contacting all clients referred to Safeline within 24 hours, if possible, to undertake a risk assessment and support needs analysis and to help the client keep safe.
- Develop and implement individual client plans to address the needs identified by the risk assessment and needs analysis and help them access the services they require and are entitled to. Ensure up-to-date knowledge of the full range of services available to clients.
- Offer information and advice to clients seeking support with reporting a crime. If they choose to report, support them through the criminal justice system, explaining the procedures and their role and rights within the system and keep the client informed of case progress.
- Maintain a clear understanding of the myths and facts of sexual violence, long-term mental health effects of sexual violence, self-harm and suicidal feelings and attempts.
- Maintain and monitor accurate records of all individual client cases.
- Follow agreed policies, processes and procedures and within our accreditation protocols to ensure the client is kept at the heart of everything we do, that they receive the support they require to take control

of their lives, that you maintain agreed levels of confidentiality and that you demonstrate a commitment to the values and ethos of the organisation.

Partnership and multi-agency work

You will build and sustain the external relationships that enable effective advocacy, ensuring clients are appropriately represented and informed across all agencies involved in their case.

- Build and maintain positive and highly effective working relationships with key partner agencies including the police, CPS, court service, social services, education, primary care trust (mental and sexual health), Victim Support, Witness Service, voluntary sector organisations and Children and Family Court Advisory Support Service (CAFCASS).
- With the client's consent and where relevant, keep partner agencies fully informed about important changes in the client's situation.
- Liaise with the police and Crown Prosecution Service (CPS) on behalf of the client, with the client's consent and adhering to confidentiality policy in relation to release of information. Where local protocols can be agreed, keep the victim informed about case progress on behalf of the police in line with the requirements of the Victims Code of Practice.
- Participate in case conferences with the police, CPS and courts.

Team Contribution and Practice

You will play an active part in the wider ISVA team, contributing to a consistent, high-quality service and helping colleagues and partner organisations understand and improve their practice.

- Actively participate in team meetings, familiarise yourself with other aspects of the work of Safeline to ensure you understand how clients you are working with might benefit and make appropriate referrals to these services.
- Contribute positively to improving the effectiveness of the organisation. Share your knowledge and provide specialist advice to other staff, volunteers and partner agencies. Engage with other specialist sexual abuse charities and agencies to identify and adopt good practice.
- Work effectively with the ISVA Manager and other colleagues to ensure consistency of approach, that good practice is identified and continually adopted and to ensure continuity of service through the provision of cover for any absence.
- Attend and contribute to line management, annual appraisals and staff meetings.

Personal and professional development

We offer a range of funded CPD to our staff. You will commit to developing your skills and knowledge to ensure you can perform the role to your best ability and remain current with practice and legislation in this specialist field.

- Invest in personal development to ensure you have the right skills and knowledge to perform the role to your best ability including making full use of monthly external clinical supervision (independent of the line manager). It will be a requirement of the role to have a minimum level 3 specialist ISVA qualification from a recognised training provider
- In conjunction with your line manager, commit to your own Continued Professional Development.

Our Ideal Candidate

Candidates must clearly demonstrate how they meet the essential criteria set out in the table below to be considered for an interview. Candidates should highlight desirable criteria they possess to gain a competitive edge over other candidates at shortlisting or interview stage.

	Essential	Desirable
Experience	- Significant proven experience of working with and supporting clients from a practical and emotional perspective with a proven track record in crisis and case management skills whilst maintaining personal and professional boundaries - Experience of working within multi-agency networks and settings and a proven track record of building and maintaining effective and mutually beneficial internal and external relationships - A proven ability to monitor and evaluate cases to identify and implement learning opportunities - Experience of risk assessment, needs analysis, risk management and safety planning	- An accredited ISVA training qualification - A proven track record of having supported cases from report through to trial, providing advocacy with a range of services including police, CPS, social care and health. - ChISVA qualification
Skills and Knowledge	- An understanding of the dynamics of sexual violence and rape, including a knowledge of the impact of sexual violence on victims of all ages, genders, race and class and of current legislation, and a desire and empathy to work alongside clients to assist in their recovery - Understanding of and commitment to professional protocols including safeguarding issues, legal responsibilities, the Victims Code of Practice, and working within drugs, alcohol, mental health and immigration issues - Ability to work in a busy and challenging environment. - Must possess excellent interpersonal and communication skills to help support clients both over the phone and face to face and to present clear well-structured case notes - High levels of trust and integrity and must respect the client's need for confidentiality - High level of responsibility and accountability with an ability to work to tight deadlines, own targets, work as part of a team towards a common objective and to take responsibility for actions - Must demonstrate a real commitment to continuing professional development and developing the necessary skills to enable the role to be performed to the standards expected by the charity and its clients - A commitment towards the objectives and values of the charity and to non-discriminatory practice - Hold a full driving licence and have access to own transport	- The willingness to be flexible around working hours during busy periods, for example during a trial - The ability to work well in a team in an open and honest way and to work on your own initiative

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.