



FIRST LIGHT

ROLE PROFILE

Role Title	Children and Young Person's Independent Sexual Violence Advisor (CYP ISVA) – Non-contact offences	Service	ISVA Service
The Role	<p>First Light have secured funding to run a pilot scheme to support all children and young people who have experienced sexualised behaviour and or sexual abuse within and outside the criminal justice system. The role is to work in a multi-agency setting particularly with local authority Children's Services, to provide a proactive crisis intervention service to Children and Young Persons. The CYP ISVA will work end to end with the CYP to ensure consistency of worker. The post holder will work proactively to risk assess and support client needs and develop a comprehensive support plan to help keep victims safe. The key to the success of this role is the use of advocacy and partnership working skills to ensure victims are supported throughout their engagement and to assist those clients that wish to report their offences to the police and then act as advocate through this process.</p> <p>They will have a commitment to providing a high quality, victim-focused and inclusive service as outlined in the Victim Code of Practice. The post holder will be expected to manage a busy caseload and have excellent partnership skills and some understanding of Child and Vulnerable people Safeguarding procedures.</p> <p>The post holder will work proactively as part of the ISVA Team and will have respect and value the diversity of the community in which the service works to ensure the services is accessible to all.</p> <p>The Post holder will also be expected to uphold the values and mission statement of First Light and proactively support and champion the charity in all areas of their work. The post holder will need to be highly motivated, flexible and able to work unsupervised on a day-to-day basis.</p>		
Reports to	ISVA Team Manager	Salary	£22,200 per annum

Behavioural Competency	Minimum Level	Statement
Decision Making & Solution focused	2	Sets and works towards achieving goals within required timeframe. Identifies the key issues and appropriate solutions. Is able to take decisions in partnership with service users and/or partners.
Analytical Thinking	2	Analyses and reviews situations to assess all options prior to determining a course of action.
Client and Customer Focus	2	Delivers high quality services for clients in line with service policy and processes. Plans to ensure positive relationships are built with both service users and partner agencies.
Initiative and Creativity	2	Has the ability to develop service delivery to meet the specific needs of their geographical location and clients demographics. Work independently to identify issues and respond positively.
Adaptability and Flexibility	2	Able to adapt and respond positively to a variety of situations, individuals and groups. Demonstrate an ability to respond effectively to changing circumstances.
Ethics and Values	2	Appropriately represents First Light vision, values and ethics in their work with service users, colleagues and partner agencies.
Planning and Organising	2	Has the ability to plan and organise work effectively against resources, quality and deadlines.
Team Working	2	Able to work co-operatively across teams and with external organisations to meet stated team goals. Delivers collective service responsibility putting personal preference aside. Positively contributes to team development
Professional Self Awareness	2	Able to understand own emotions and triggers and how these impact on own behavior and the response of others. Acts responsibly to control any negative impact and seeks support through supervision.

Technical skills and knowledge - As detailed in the National Occupational Standards (NOS)	NOS
Advocate on behalf of victims and survivors of sexual violence	SFJ SV1
Contribute to addressing situations where there is risk of danger, harm or abuse	SCDHSC0395
Asses the needs of, and risks to victims/survivors of sexual abuse/violence	SFJ B1202
Communicate with people from vulnerable groups	SFJ AB8
Recognise and respond to suspected abuse of people from vulnerable groups	SFJ AG4
Support the safeguarding and protection of people from vulnerable groups	SFJ AG5
Communicate and engage with victims and survivors of sexual violence	SFJ GK502
Carry out an assessment to identify the needs of and risks to victims and survivors or sexual violence	SFJ GK503
Provide access to information and support for victims and survivors of sexual violence	SFJ GK504
Work in partnership with agencies to address sexual violence	SFJ GK505
Support victims and survivors of sexual violence through the court process	SFJ GK508

Develop relationships with children and young people	SFJ GK513
Manage working relationships with victims and survivors of sexual violence	SFJ GK514
Support victims to recognise their risk of sexual violence	SFJ GK515
Identify signs and indicators relating to honour based violence	SFJ B1504
Respond to and support victims and survivors of honour based violence	SFJ B1506
Identify potential victims of modern slavery	SFJ BM501
Support the safeguarding of potential victims of modern slavery	SFJ BM506
Promote understanding amongst children and young people regarding domestic violence and abuse	SFJ BH203
Establish requirements for special measures at court	SFKWCDE8

Safeguarding

Adult and child safeguarding is everyone's responsibility and local partnership working is essential to ensure there is consistency within counties in how adults and children are safeguarded from abuse and neglect. It is vital that all staff understand their roles and responsibilities, and work in ways that safeguard adults and children who use the services at First Light. Expectations of staff are set out in our safeguarding policies, which are regularly updated to meet the local safeguarding board requirements.

Core Commitments	Be proactive and have the ability to develop the role of the Children and Young People's Independent Sexual Violence Advisor (CYPISVA) across First Light, supporting the CSA/CSE agenda across Devon and Cornwall, with the support of the Service Manager for the Devon and Cornwall ISVA Service (First Light).
	Manage a caseload of clients aged 0-18 that will vary between child sexual abuse/violence, sexting and other forms of sexualized behaviour CYP are experiencing and child sexual exploitation cases, providing an individual care plan to meet their needs.
	Ability to work with a range of workers across agencies including Social Workers, Youth Workers, Therapists and Counsellors to identify suitable support for clients and co-ordinate Trauma focus work.
	Maintain the Home Office standard to contact all clients/families within 24 hours of referral.
	Have close working links with the Paediatric SARC and child services in Cornwall to offer CYP ISVA support to CSE/CSA victims who are already within the criminal justice process or are ready to report the incident to the police or to support them to seek medical care and sexual health support for those who are not ready to report.
	Ensure that a comprehensive understanding of the dynamics of sexual violence and child sexual exploitation, and its impact on victims, family members and wider society, informs all work with victims and partner agencies.
	All interventions will prioritise the safety, security and dignity of service users and of colleagues.
	Be respectful of the diversity of service users and of the need to prioritise the accessibility of service provision.
	Maintain a focus on individual and institutional advocacy to support the needs and right of service users.
	To promote empowerment and self-help to enable service users to take control of their lives.
To ensure service users are fully informed of the confidentiality and information sharing policy	

	and specifically the limits to confidentiality.
	Respect service user's rights to confidentiality as prescribed within the policy and comply with General Data Protection legislation
	Provide a high quality, consistent service to all as required by the policies and procedures of First Light.
	Maintain a pro-active commitment to own continuous professional development including team meetings, supervision and training relevant to the post.
	Ability to share specialist advice to other workers and agencies, including participation in delivery of training and awareness sessions
	To produce reports and data as required by the service manager or others in respect of one's own work and the new CYPVA service.
	Participate in fundraising activities to promote our cause and brand
	Represent the charity and service with a broad range of organisations and individuals
	To carry out other duties, which may be assigned from time to time by the Management Team.

Other	Communication	The post holder will be required to manage sometimes difficult and complex communication, verbally, written and electronically. This information may be used to inform colleagues, clients or other external contacts and should all be professionally managed.
	Client Care	The post holder will be required to provide advocacy and information to clients in high risk situations Where the safety of service user and self is to be prioritised. Appropriate professional record keeping is required using the client information system.
	Freedom to Act	The post holder will be required to use professional confidence and initiative to deliver excellent services. Always operating within defined parameters and protocols including consulting with senior management as required.
	Working conditions	The working conditions are good. The post holder will have an office base co-located with Children's Social Care. The work requires a mix of office and outreach in the courts and community which is the geographical area of Plymouth but may also extend to other courts within Devon & Cornwall.
	Health and Safety	The post holder is required to comply at all times with the requirements of Health and Safety regulations and First Light Health and Safety Management System (CHAS Accredited).
	Quality Management	The post holder is required to actively support all qualitative and quantitative performance management systems to ensure the service is able to actively analyse and improve performance (ISO 9001 Accredited).
	Staff Care	The post holder is required to plan, and use allocated annual leave entitlement within a 12-month period. Sick leave will be monitored by the service manager.
	Financial and Physical Resources	The post holder will be required to observe their personal duty of care in relation to equipment and resources used in the course of their work.
	Safe Working	This post is subject to an enhanced Disclosure & Barring Scheme check and to an enhanced police vetting.

Key Results

Key results to be agreed annually at appraisal and may include:

- Performance indicators relating to national occupational standards
- Service Manager Feedback
- Client, Colleagues and Stakeholders Feedback
- Performance review against stated team objectives
- Quality Assurance of case work
- Service User feedback
- Other projects as defined by the Service Manager

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PERSON SPECIFICATION

When completing your application form, you should consider how you've demonstrated the items listed below (and in the wider job description on our website) through your professional and personal life, including hobbies, academia, part-time jobs and extra-curricular activities. Please cite specific examples. Applications meeting all the 'essential' criteria will be considered; however, this does not guarantee invitation to interview.

	Essential / Desirable
EDUCATION, QUALIFICATION AND TRAINING	
English Language and Mathematics GCSE	E
Evidence of IT and computer literacy skills	E
Relevant degree [e.g. Criminal Justice, Sociology, Social policy, law, psychology]	D
Recognised ISVA/IDVA Qualification	D
Safeguarding Children [child protection] training	D
Safeguarding Adults training	D
Full driving license	E
EXPERIENCE	
Professional experience of working with vulnerable children/young people and their families/carers	E
Professional experience of working with victims of rape and sexual abuse	D
Working with victims of sexual abuse at a crisis stage	D
Undertaking risk and needs assessments	E
Developing safety plans	D
Developing and maintaining relationships with clients/colleagues/professionals and stakeholders	E
Experience of the work of criminal/civil justice and/or health and social care systems	E
Handling confidential and sensitive information appropriately	E
Experience of managing a caseload children and/or young people experiencing /at risk of serious harm	E
Ability to keep concise, up to date case notes at all times	E
Working alone in an office and independently in the community	E
Outcome based accountability –, recording and reporting service results	D
Experience of working in social work or allied profession	D
KNOWLEDGE, SKILLS & ABILITIES	
Knowledge and use of Microsoft Office applications (Word, Outlook, Excel)	E
Excellent verbal and written communication skills	E
Pro-active and confident communicator with excellent telephone and interpersonal skills	E
Excellent organisational and problem-solving skills	E
Knowledge and understanding of the dynamics of sexual abuse, child sexual exploitation, modern slavery, honour based violence and its impact	D
Theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of sexual abuse	D
Understanding of safeguarding issues [children and vulnerable adult] and the associated legal responsibilities and how to apply it to case work	E
Ability to network with C&YP agencies to develop strong partnership work in support of enhanced service for young people experiencing sexual abuse	E
Understand the principles of risk assessment and safety planning	E
Ability to handle confidential and sensitive information appropriately	E
Ability to implement required data collection process and complete data returns to	E

	Essential / Desirable
required timescale and quality	
Understand and demonstrate a commitment to supporting the development of the service to respond positively to equality and diversity and inclusion	E
Flexibility and the ability to adapt according to the needs of the service	E
Ability to share specialist advice to other workers and agencies, including participation in delivery of training and awareness sessions	E
PERSONAL	
Able to be compassionate and empathetic	E
Is optimistic about the potential for personal growth and change	E
Able to maintain personal and professional boundaries	E
Able to self evaluate and critically reflect on own practice	E
Ability to cope in demanding situations	E
Ability to work on own initiative and prioritise workload to meet tight deadlines	E
Willingness to undertake new training as and when required	E
Willingness to attend regular supervision sessions, including clinical supervision	E
Willingness to participate in team meetings, case review and other essential meetings	E

Short listing criteria

3 points	=	fully meets criteria
2 points	=	mostly meets criteria
1 point	=	partially meets criteria but falls short on key aspects
0 points	=	does not meet criteria

Scope of Role Profile and Person Specification

This role profile and person specification reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.