

Dear Applicant

Thank you for your interest in the East London Rape Crisis ISVA roles with **nia**. There are two positions currently being advertised. One position will focus on Newham. The second position will work across six East London Boroughs.

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for' via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

Karen Ingala Smith
Chief Executive

INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

nia's recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. **To be considered for an interview you have to fulfil each point of the person specification marked "X" in column A (application).**

NB: Please note the maximum word count is 2000 words.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relate to the job you are applying for.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.

Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to **nia** on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and **applicants who meet requirements marked "X" on the A (application) column will be shortlisted for interview.** Only information contained in the application will be considered in making the decision to shortlist.

Interviews

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

Feedback

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please write to Rachel Evans, Central Services Manager who will be pleased to arrange this for you.

nia has been delivering services to women and children who have experienced domestic and sexual violence for 40 years.

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- Increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of women who face multiple disadvantage and barriers to accessing services, they currently include:

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** run in partnership with DABD and BDCVS in Dagenham for women and girls.

nia is part of ASCENT, which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

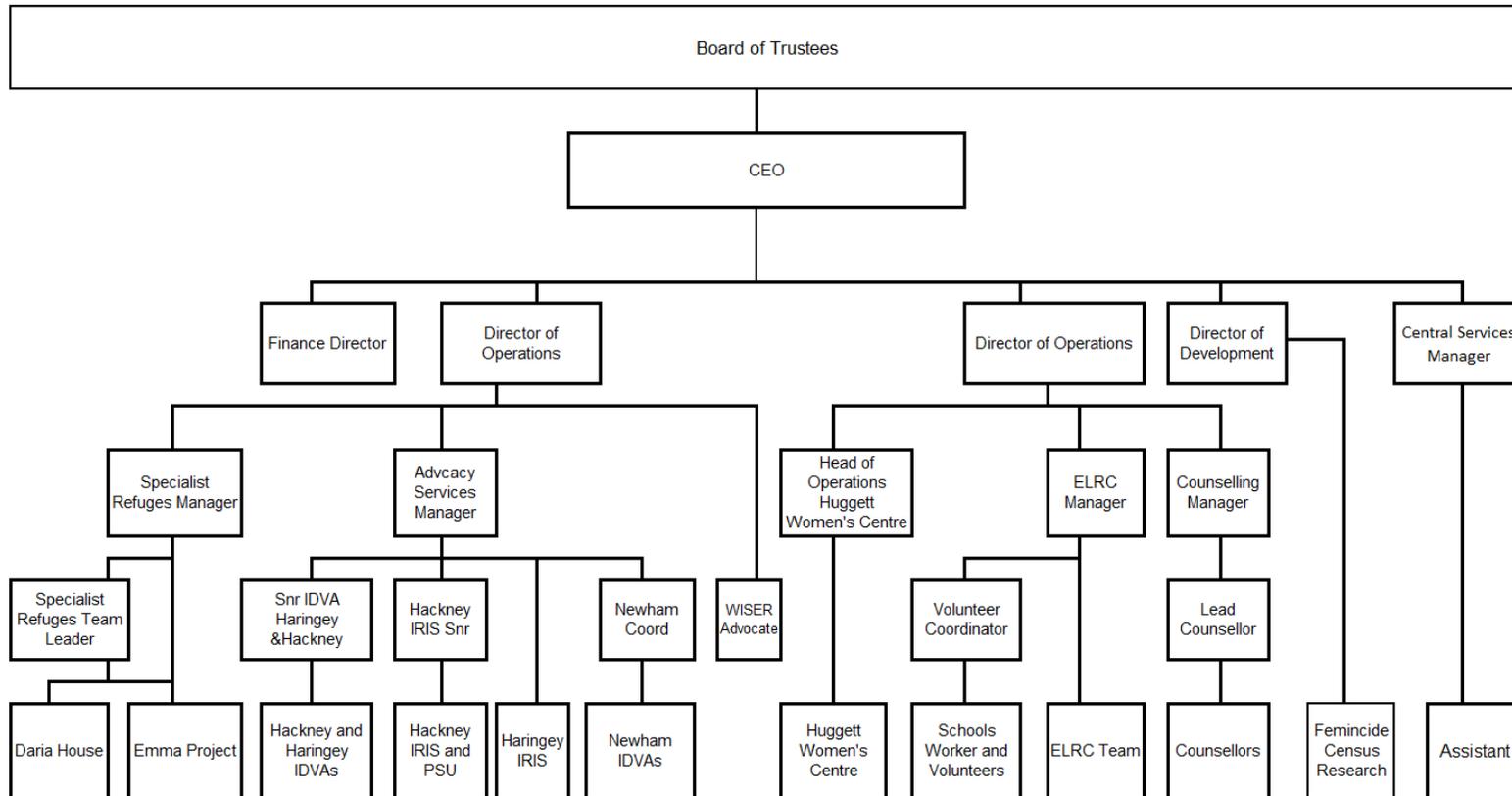
How to contact us

www.niaendingviolence.org.uk
info@niaendingviolence.org.uk

Address: P.O. Box 58203, London, N1 3XP
Telephone 0207 683 1270

Registered Charity Number 1037072
Registered Company Number 02673624

nia Structure October 2018





Advert

East London Rape Crisis Service provides free, confidential specialist help for women and girls who have experienced any form of sexual violence. The service is for women of all ages and girls over 12, whatever the assault and whenever it occurred.

nia is an approved member of Rape Crisis England and Wales, an umbrella organisation supporting Rape Crisis Centres across the country. Rape Crisis is completely independent of the government and the criminal justice system.

There are 2 positions currently being advertised. One position will focus on Newham. The second position will work across six East London Boroughs, namely, Barking & Dagenham, Hackney & City, Havering, Tower Hamlets, Waltham Forest and Redbridge.

When completing your application, please indicate which position you are interested in or if you would like to be considered for both.

We are seeking to recruit to the following posts:

Job Title: Independent Sexual Violence Advocate x 2

Job Ref: 18/28 - ISVA- covering 6 East London Boroughs
18/29 ISVA- based in Newham

Hours: Full time: 35 hours per week

Term: Currently funded until March 2019; an extension is possible.

Salary: £24,000-£27,500 (inclusive of London weighting and dependant on qualification)

The ISVA provides proactive support and advocacy service to female survivors of sexual violence in and outside of the criminal justice system, across. In recognition of the diversity of languages spoken across East London we particularly welcome applications from women who can speak any of the following languages: Bengali, Gujarati, Urdu or Polish.

To apply visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia**, P.O Box 58203, London, N1 3XP.

Closing Date: 12th November 2018

Interview date: 23rd November 2018

The post is subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.

Registered Charity No: 1037072

Company Limited by Guarantee No: 02673624



JOB PROFILE

Position Title:	Independent Sexual Violence Advocate (Newham and East London Boroughs)
Full time:	35 hours per week
Salary:	£24,000-£27,500 (inclusive of London weighting and dependant on qualification)
Term:	May 2019, extension likely.
Team:	East London Rape Crisis
Line Manager:	ELRC Manager

A. AIMS OF THE POSITION:

- to provide a proactive support and advocacy service to female survivors of sexual violence in and outside of the criminal justice system
- to provide a service that is sensitive to the needs of women who are known to face additional obstacles to reporting / accessing services including those with mental health issues, learning disabilities, from Black, Asian and Minority Ethnic Refugee communities, are young, disabled women and women who are vulnerable and/or intimidated
- to ensure a quality service is provided to survivors of sexual violence via the Information and Support line, through regularly undertaking shifts on a rota basis

B. SPECIFIC AREAS OF RESPONSIBILITY:

The Advocate has responsibility for:

1. Advocacy and support

- To enable survivors of sexual violence to understand and access their rights
- To provide crisis intervention, safety assessment and planning.
- To assist survivors of sexual violence - including those who have experienced childhood sexual abuse - to access relevant services



- Emotional support and assistance in developing coping mechanisms and support networks
- To develop and follow procedures and protocols with other services to ensure that the safety of women and children is paramount

2. Criminal Justice support

- Providing information and advice on the legal framework - reporting, the investigation, suspect identification and support during reporting and statement-taking including a Victim Personal Statement
- Pre-trial support including information and advice on the prosecution process, court proceedings and giving evidence
- Information about the trial including the role of a witness, the outline of a trial at both Crown Court and Magistrates Court, giving evidence, special measures, attendance at court with clients for pre-court visits and trial
- Post-trial support following either a guilty or not guilty verdict
- Liaison with the police Sexual Offences Investigative Techniques Trained Officer (SOIT) to obtain and relay information on case progress
- Liaison with Witness Care Unit, Witness Service and the Vulnerable and Intimidated Witness services
- Information and advice on Criminal Injuries Compensation Scheme

3. Case Management and Monitoring

- To manage files and casework in accordance with nia's policies and procedures
- To use the Rape Crisis database to record casework
- To contribute to monitoring returns as directed by the East London Rape Crisis Manager and Head of Operations
- To contribute to the evaluation of the service



4. Awareness Raising

- To promote the services provided by the ELRC and other relevant service providers
- To represent the work of both **nia** and Rape Crisis at relevant forums

C. GENERAL:

- Acting in accordance with **nia's** policies and procedures, including
- Work in a manner which positively promotes the aims and objectives of the organisation.
- Positively upholding and promoting **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practices
- Ensure effective communication with other teams in **nia**
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- Attend and participate in regular training when required
- Attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Carrying out your own administrative duties
- Participating in the roster for the ELRC Telephone Information & Support line on a weekly basis
- Undertaking any duties consistent with the post as may be reasonably requested by the Senior Managers, the Chief Executive and Board of Trustees
- Developing and ensuring user participation within and external to **nia**

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.

PERSON SPECIFICATION ISVA

Experience and Knowledge		A	I	T
1	Substantial experience of working within the Violence Against Women and/or Children/Young People's sectors or similar field.	X		
2	Knowledge of the issues facing women, children and young people affected by violence against women along with the ability to identify women's individual and collective needs.	X	X	X
3	Experience of working with civil and criminal justice and legislative systems relevant to women and girls who have experienced sexual violence and supporting them through the criminal justice system.	X	X	
4	Knowledge of relevant Safeguarding Adults and Children legislation.		X	
5	Experience of risk assessment, safety planning and support of survivors of sexual violence.	X	X	
6	Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings.		X	
Skills and Abilities				
7	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> • with service users and statutory, voluntary and other stakeholders • verbally and in writing Advocating for service users, raising awareness of gender violence issues and representing nia .		X	X
8	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs.			
9	Ability to support and communicate sensitively with women who may be distressed/in crisis whilst maintaining appropriate boundaries		X	
10	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands.		X	
11	A broad base of administrative skills including; Word, Powerpoint, Excel and using databases.		X	X
12	Ability to speak languages; Urdu, Bengali, Polish, Romanian, Russian - <i>desirable</i> .	X		
Personal Attributes and Circumstances				
13	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	X	X	
14	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.		X	
15	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others.		X	
16	Able to work at evenings and Saturday's providing cover to the Information and support helpline on a weekly rota basis.	X		



Education			
17	Evidence of continuing professional development and relevant professional qualifications/training. An ISVA qualification is desirable	X	

Key to table

A	Application areas will be used to shortlist
T	Test
I	Tested at interview stage

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 1000 words).

The post is subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.