



delivering cutting edge services
to end violence against women and children

Dear Applicant

Thank you for your interest in this post, East London Rape Crisis ISVA (Newham), with **nia**.

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



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



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- **London Exiting and Advocacy Project, (LEA)** - offering outreach and one-to-one support to women involved in prostitution. **The LEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.
- **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** runs 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

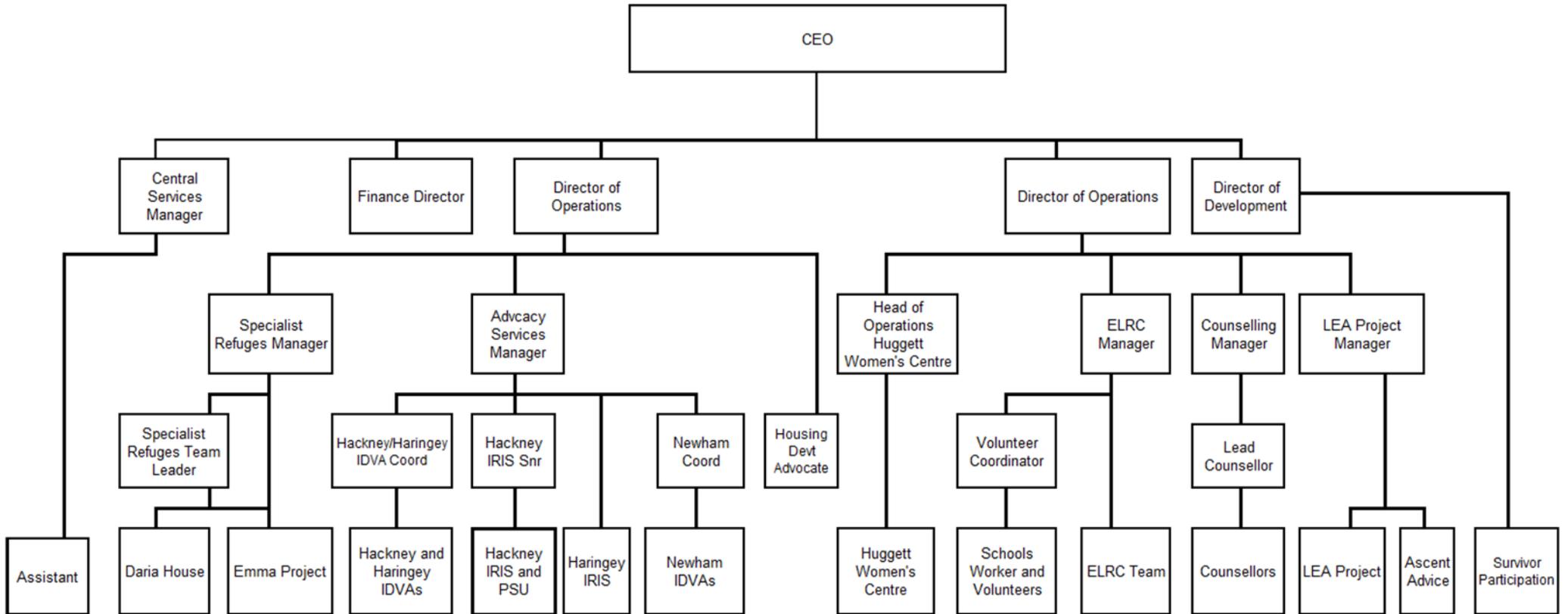
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

Registered Charity Number 1037072
Registered Company Number 02673624



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nia Structure November 2017





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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.

The women who work and volunteer at East London Rape Crisis offer confidential and independent support. Services include emotional and practical support, one-to-one counselling, group support and advocacy.

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.

The service is currently funded until 31st May 2018, an extension is possible.

We are seeking to recruit to the following post:

Job Title: Independent Sexual Violence Advocate- Newham
Hours: Full time: 35 hours per week
Term: Currently funded until May 2018; an extension is possible.
Salary: £24,000-£27,500 (inclusive of London weighting)

The Newham 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 Newham 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: 10am, 30th November 2017

Interview date: 7th December 2017

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.

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Company Limited by Guarantee **No: 02673624**



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JOB PROFILE

Position Title: Independent Sexual Violence Advocate (**Newham**)
Full time: 35 hours per week
Salary: £24,000-£27,500 (inclusive of London weighting)
Term: Currently funded until May 2018
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



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- 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
- 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.



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PERSON SPECIFICATION Newham 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.	X		
Personal Attributes and Circumstances				
12	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	X	X	
13	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.		X	
14	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others.		X	
15	Able to work at evenings and Saturday's providing cover to the Information and support helpline on a rota basis.	X		
Education				
17	Evidence of continuing professional development and relevant professional qualifications/training.	X		
18	A SafeLives qualification or equivalent - <i>desirable</i>	X		



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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.