

Dear Applicant

Thank you for your interest in this post, **Sexual Violence Navigator** 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 by the closing date. Any late applications will not be accepted.

Yours faithfully,



Rachel Evans
Head of Central Services

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 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 2500 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 interview would be helpful in applying for other jobs, please email Rachel Evans, Head of Central Services at revans@niaendingviolence.org.uk 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:

- **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.
- **Jan's Place** - Jan's Place opened in autumn 2022 and became **nia's** third specialist refuge offering trauma informed accommodation and support to women living with multiple disadvantages, in particular problematic substance use (including illegal and/or prescription drugs and/or alcohol) who have been subject to domestic violence and abuse, recognising that this may overlap with sexual violence and prostitution.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate two different IDVA services in Haringey and Hackney 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
- **Exiting Prostitution Service** offers outreach and one-to-one support to women involved in prostitution. The Exiting Prostitution Service 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.

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

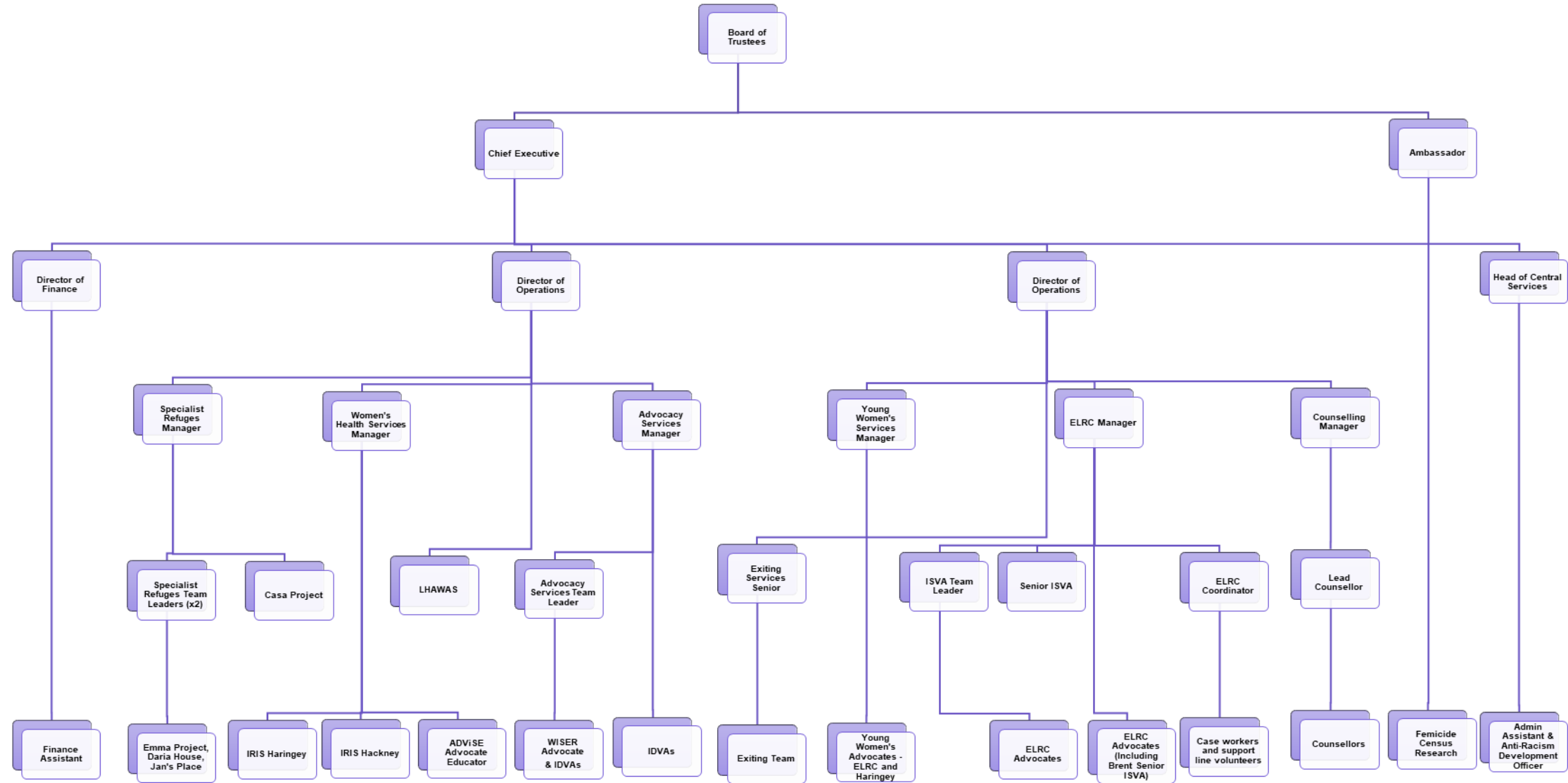
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- 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





delivering cutting edge services
to end violence against women and children



Advert - Sexual Violence Navigator

nia has been delivering services to women, girls and children who have been subjected to sexual and domestic violence and abuse, including prostitution, since 1975. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

nia is a professionally 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.

East London Rape Crisis provides free, confidential specialist support for women and girls who have been raped or experienced any other form of sexual violence or abuse at any time in their lives, regardless of whether or not they have reported to the police. We offer confidential and independent support. Services include advocacy, emotional and practical support, one-to-one counselling and group work. The service is provided across Barking & Dagenham, Hackney, Havering, Redbridge, Newham, Tower Hamlets and Waltham Forest.

We form part of the **London Sexual Violence Alliance**. The Alliance brings together **225 years of expertise and experience** and represents a bold, visionary and survivor-centred resource. The Alliance consists of eight members. Seven are organisations that have historically, and or currently, provide support for victims/survivors. MOPAC is the eighth member, primarily sitting at the oversight and leadership governance level.

Note: each organisation continues to be an independent charity, so the Alliance is not a legal entity.



We are seeking to recruit to the following:

Job Title: Sexual Violence Navigator

Job Ref: 196

Hours: 35 hours per week including evening shifts on a rota basis

Salary: £29,000 - £32,000 depending on experience and qualification

Job Ref: 197

Hours: 17.5 hours per week including evening shifts on a rota basis

Salary: £14,000 - £16,000. (FTE £29,000-£32,000), depending on experience and qualification

Location: Hybrid model of office and homeworking. Current office locations are Islington or Dagenham Heathway. This post will also alternate one day per week between Alliance partner organisations offices based in Hackney and City of London.

Term: Permanent

In the role of Sexual Violence Navigator, you will provide the first response which supports survivors to make informed decisions about the next steps on their recovery journey. Navigators work within a trauma-informed approach, which centres survivor's holistic needs, recognises strengths and survival strategies and responds to crisis.

You will work as part of a growing feminist Rape Crisis service that is developing to meet the needs of women and girls. You will be joining the organisation at an exciting period of change and collaboration amongst providers of the London Sexual Violence Alliance.

We are looking for highly organised and self-motivated women who are passionate about ending violence against women, girls and children. You will have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and their children to be safer and well.

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: recruitment@niaendingviolence.org.uk

Closing date: 10am, 29 December 2025

Interview date: 5 January 2026

The posts are 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.

Sexual Violence Navigator

Role Description

We are looking for a sexual violence navigator who will act as the first point of contact for survivors of sexual violence and the professionals supporting them, by providing holistic and non-judgemental information, advice and support.

The sexual violence navigator will support survivors to access specialist sexual violence services through trauma-informed triage and support.

The navigator will be required to undertake the following specific tasks:

1. Support for survivors

- Acting as the first point of contact for survivors of sexual violence and the professionals supporting them, by providing trauma-informed, holistic and non-judgemental information, advice and emotional support.
- Respond to all enquiries and referrals within agreed timescales, meeting Alliance KPIs.
- Undertaking initial risk and needs assessments and responding to and carrying out crisis interventions in conjunction with statutory services relating to the safety, sexual health, social and emotional needs of survivors.
- Enabling survivors to access their rights; ensuring they can make informed choices and to explore all relevant options to access onwards support services.
- Managing a caseload from contact to referral, including the associated administrative tasks.
- Developing and sharing expertise to promote best practice when working with survivors of sexual violence.
- Adhering to **nia**'s safeguarding policy and procedures, working in conjunction with the Sexual Violence Alliance Safeguarding Hub and Safeguarding Leads to ensure the safety of survivors at all times.
- Providing general advocacy through multidisciplinary working; including liaising with housing services, general practitioners, the police, mental health services and other relevant agencies.
- Undertaking work during evenings and school holidays as required, based on an agreed schedule.
- Working from a feminist understanding of sexual violence, why it occurs and its impacts.

2. Case management and monitoring

- Maintaining accurate, timely and confidential records in keeping with required standards and related legislation.
- Track and record all enquiries and referrals using the available case management database.

- Collecting monitoring information and seeking evaluation information from survivors in line with service user-led policies and procedures and funding expectations.
- Actively informing survivors of the ways they can provide feedback, ensuring this key perspective remains central to and continues to shape future service delivery.
- Attending and making effective use of line management, case management support and clinical supervision as well as regular meetings with the Sexual Violence Alliance.

3. Partnership working and strengthening practice

- Active participation in the Sexual Violence Alliance, including maintaining collaborative working relationships and referral pathways with the Sexual Violence Alliance and other external agencies.
- In person co-location at either GALOP or Survivors UK once a week as part of ensuring collaborative working across the Sexual Violence Alliance.
- Working within intersectional feminist protocols and principles, promoting best practice when working with service users, colleagues and external agencies and partners.

Whilst providing services for nia, the navigator will also be expected to abide by these general duties:

- 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.
- Ensuring effective communication with staff at **nia**.
- Complying with health and safety requirements and taking reasonable care of personal safety and that of other persons and resources whilst providing services.
- Attending and participating in regular training when required.
- Attending and participating in regular clinical supervision.
- Carrying out your administrative duties associated with the service you are providing.
- Undertaking any duties consistent with the delivery of agreed service as may be reasonably requested by the Senior Managers, the Chief Executive and Board of Trustees of **nia**.
- Prioritising women, upholding and promoting feminist, trauma-informed and anti-racist practice.

Alliance Values & Working Approach

The Alliance has adopted a shared set of values in how we work with victims/survivors, which are as follows:

- We view sexual violence as a continuum of acts where there has been a lack of consent or where the freedom or capacity to choose has not been present, this includes - child sexual abuse, sexual exploitation, rape, sextortion, deep fake, upskirting, spiking, street assault, unwanted touching and all other forms of sexual assault.
- We recognise that women and girls are disproportionately affected by violence and abuse but never diminish the experiences and impacts of sexual violence on other survivors including men, boys, trans, and non-binary survivors and acknowledge that these experiences have unique manifestations and effects, requiring their own specific perspectives and interventions.
- Our model is trauma informed, and our services are rooted in the understanding and realisation that all forms of sexual violence are traumatic experience and there is a widespread impact of such traumas.
- We use an intersectional approach recognising the negative impact of discrimination based on sex, gender, age, race, class, ethnicity, sexuality and disability. By applying an intersectional framework, we understand that survivors may experience multiple forms of discrimination and the service incorporates policies, protocols and processes that are responsive to the racial and cultural needs of the individuals served.
- Our services are non-pathologising and refrain from framing survivors' responses as indicators of mental illness or dysfunction and instead acknowledges survivors' responses as normal, valid, and understandable reactions to the horror of sexual violence they have experienced.
- We focus on the strengths, strategies and resources of 'survivors'. This approach respects survivors' autonomy, supporting their healing in a way that honours their experiences and avoids stigmatising language or assumptions.
- Our survivor-focused services are based on a needs-led, flexible, and adaptable approach to working with the whole person - mind, body, and soul. We place the voice and needs of survivors at the centre, respecting their right to choose and advocate for their own path. Survivors are encouraged to participate in co-production activities when ready.

- We prioritise equality, diversity and inclusion in all aspects, considering accessibility needs that include language, physical and learning disabilities, neurodivergence, geographic, technological and financial access. Client feedback is central to our work, with multiple channels for input to ensure our services remain relevant and responsive and we monitor service demographics and address under-representation through an annual diversity action plan.

Please note this service description is intended to outline the main facets of the service required and may change as the service, alliance and organisation develops.

PERSON SPECIFICATION

Sexual Violence Navigator

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: 2500 words).

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 adults, children and young people affected by violence against women- specifically sexual violence- along with the ability to identify survivor’s individual and collective needs.	X	X	X
3	Experience of working with civil and criminal justice and legislative systems relevant to survivors who have experienced sexual violence and supporting them through the criminal justice system (<i>desirable</i>)	X	X	
4	Experience of risk assessment, safety planning and support of survivors of sexual violence.	X	X	X
5	Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings.		X	
Skills and Abilities				
6	Excellent communication skills with the ability to communicate effectively - with service users and statutory, voluntary and other stakeholders - verbally and in writing Advocating for service users, raising awareness of male violence issues and representing nia and the Sexual Violence Alliance.	X	X	X
7	Ability to deliver services to meet agreed outcomes and outputs		X	
8	Ability to support and communicate sensitively with survivors who may be distressed/in crisis whilst maintaining appropriate boundaries		X	
9	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	
10	A broad base of administrative skills including; Word, PowerPoint, Excel and using databases.		X	X
Personal Attributes and Circumstances				
11	A feminist perspective on how sex, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives.	X	X	
12	Non-judgemental, non-directive and anti-discriminatory approach to empowering survivors.		X	
13	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others.		X	

14	Able to work either 35 or 17.5 hours per week including evenings on a rota basis.	X		
Education				
15	Evidence of continuing professional development and relevant professional qualifications/training.	X		
16	An ISVA qualification (<i>desirable</i>)	X		



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Rape Crisis
Professionally Approved