



Job Description and Person Specification: Oxford University ISVA

Hours of work	37 hours
Grade/Salary	Level 6B – £29,433 – £31,432
Benefits	28 days annual leave pro rata, plus bank holidays.
Contract type	Fixed-term for 12 months.
Responsible for	N/A
Accountable to	ISVA Coordinator
Location	Divided between East Oxford and Oxford University*
Job purpose	The post holder will lead and deliver a high quality ISVA service to students of all genders at the University of Oxford alongside the Sexual Harassment and Violence Support Service. They will work within a multi-agency setting to provide pro-active, survivor-led support to students, including supporting them to access the criminal justice system and university support mechanisms. They will build and maintain relationships with key stakeholders, ensure the service is widely promoted throughout the University, and lead on the monitoring and evaluation of the provision.

*in light of COVID-19 all staff who can work from home, are doing so. This role will be home based for the foreseeable future, however the post-holder will be expected to begin working from OSARCC’s office and from a base the university when it is safe to do so again.

Organisation and service background

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) has been supporting and empowering survivors of sexual violence in Oxfordshire since 1979. Our feminist empowerment model understands sexual violence as both a cause and consequence of gender inequality which enables survivors to take control of their recovery in a person-centred way, improving mental and physical wellbeing, and raising future aspirations. We provide independent, free and confidential services in an environment where survivors can receive trauma-informed, specialist support from our experienced and friendly team of staff and volunteers.

Our **Independent Sexual Violence Advisor (ISVA)** Service provides practical support and advocacy for survivors of sexual abuse and rape. The ISVAs work within an empowerment model, and support may be related to the criminal justice system or other practical needs. Our Oxford University ISVA Service provides support directly to students at the university.

Main responsibilities

OSARCC uses a system of ‘factors’ which help describe the different aspects and responsibilities of each role and assess the level at which the role operates. The section below outlines the main responsibilities of this role within each factor area. Please note this is not an exhaustive list of the tasks the post-holder may be expected to perform.

1. Responsibility

- Provide pro-active ISVA support to survivors of sexual violence of all genders at the university, working with the relevant support services within and outside of the university:
 - Provide practical and emotional (non-therapeutic) support to service users in person and via video calls, telephone and email.
 - Manage a caseload of service users and maintain case files, records and monitoring information.
 - Undertake risk and support needs assessment of service users and develop appropriate support plans.
 - Help service users access services, including making appropriate referrals and/or supporting service users to access services.
 - Provide information and support to help service users understand and access their full legal and other rights and make informed choices about the options open to them.
 - Provide information and support in relation to Criminal Injuries Compensation.
 - Advocate for clients across a range of services and throughout the criminal justice system (when appropriate) and liaise with relevant agencies, ensuring service users welfare and needs and voice are central to the process.
 - Provide support and facilitate access for service users who want to attend the SARC or report to the police.
 - Provide support and facilitate access for service users who want to make a formal complaint to their college or the University.
 - Support service users throughout university disciplinary processes as necessary.
 - Accompany service users to appropriate appointments, meetings and when in court.
 - Help service users develop their own support network, in line with a feminist empowerment model.
 - Consider and respond to safeguarding issues when engaging with service users and for child protection and vulnerable adult policies.
- Hold a small caseload (3-5 cases) of service users from the wider Oxfordshire community.
- Establish and maintain relationships with relevant agencies including, welfare teams in colleges, local support agencies, health, housing, the police and CPS to ensure referrals are made to the ISVA service.

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- Maintain appropriate record keeping systems in line with data protection requirements and OSARCC policies.
- Maintain appropriate policies and procedures for the Oxford University ISVA Service, in line with OSARCC's community ISVA service.
- Work in line with recommendations from OSARCC's Equality, Diversity and Inclusion (EDI) action group to ensure that the service is as accessible as possible to any Oxford University students who may need it.

2. Leadership

- Lead on all aspects of the Oxford University ISVA Service, driving improvements and maintaining policies and procedures for the service in line with OSARCC's community ISVA service.
- Be the main point of contact for Oxford University students requiring ISVA support.
- Support OSARCC's community ISVAs in delivering a small amount of Oxford University ISVA casework.

3. Impact

- Work with the University's Sexual Violence and Harassment Support Service to ensure student survivors of sexual violence have access to the support and safety mechanisms they require.
- Proactively seek feedback from service users in line with OSARCC's monitoring and evaluation procedures, and to ensure feedback from survivors shapes the service.
- Produce funder reports and statistics for Oxford University, as required.
- Participate in preparation of service statistics for OSARCC at regular intervals.

4. Working relationships and stakeholders

- Build good working relationships with key people within OSARCC and Oxford University, including the University's Sexual Violence and Harassment Support Service, Student Welfare and Support Services, and college welfare teams.
- Promote and publicise the ISVA service across the University of Oxford, its colleges, and amongst relevant agencies, OSARCC service users and potential service users.
- Provide specialist advice to other workers and agencies, including participation in providing training and consultancy services to the University, its colleges and other agencies as required.

5. Other

- Undertake regular clinical supervision and attend relevant training as required.
- Attend any relevant multi-agency meetings as required.
- Seek to continually develop knowledge of the University, its colleges and its systems.
- Assist in ensuring budgets are adhered to and financial systems maintained.
- Support, promote and work in accordance with OSARCC values, policies, aims and objectives at all times

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- Work towards reaching OSARCC’s vision for a world in which women and girls are free from the fear and experience of sexual violence, and supported when it does occur.
- Carry out any other work or duties that are reasonably requested

Person Specification

Specification	Essential	Desirable
Knowledge (including education/qualifications)		
A formal ISVA qualification from a recognised provider, or the willingness to work towards this qualification.	X	
An excellent understanding of the impacts of sexual violence on individual survivors, and the wider community, and the support needs of survivors.	X	
Knowledge of child and vulnerable adult protection procedures and legislation.	X	
Knowledge of the criminal justice system, particularly police and court procedures.		X
A good understanding of data protection and confidential working practices and how these apply to this role.	X	
Experience		
At least two years’ experience of providing 1-1 support to vulnerable people, including risk assessment, safety planning and supporting people in crisis. Experience of working with survivors of sexual violence and/or young adults is especially desirable.	X	
Positive, self-motivated, pro-active approach, with an ability to problem-solve and the drive to develop and implement new systems and processes as necessary.	X	
Experience of managing projects, including monitoring and evaluation processes and producing or contributing to funder reports.	X	
Previous experience of working/volunteering within the Rape Crisis/Violence against Women and Girls sector.		X
Experience of working in a higher education context.		X
Skills		
Ability to quickly understand new information and processes (e.g. legal/complaint/appeal processes), and to summarise these in a way that is accessible and relevant to service users.	X	
Excellent written and verbal communication skills, including the ability to provide sensitive and appropriate support, negotiate and advocate.	X	

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Excellent team working skills, and ability to build positive relationships with colleagues, partners and other agencies.	X	
Strong administrative and IT skills, including ability to use Word, Excel, PowerPoint and databases.	X	
General		
A firm commitment to improving the lives of people who have experienced sexual violence and to working within a feminist organisation.	X	
Ability to maintain clear boundaries.	X	
Sensitivity to cultural differences, and the ability to work in a diverse setting.	X	
Ability to work within the ethos of the Rape Crisis Movement and OSARCC's core values, and commitment to equal opportunities and anti-discriminatory practice.	X	
Commitment to professional development and willingness to undertake training required for the role.	X	

Equal opportunities

This post is restricted to female applicants only and is exempt under Schedule 9, part 1 of the Equality Act 2010.

OSARCC is an equal opportunities employer and is committed to promoting equality and social inclusion.

The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the Selection Committee. This information will not be made available to the Selection Committee. If you have indicated that you have a disability, the recruiting manager will be made aware of this to ensure that you are given an interview in an appropriate, accessible location. The information you provide on the recruitment monitoring section will be held in confidence by OSARCC and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable OSARCC to carry out its equal opportunities monitoring obligations.