



NOTTINGHAMSHIRE SEXUAL VIOLENCE SUPPORT SERVICES

Job Description

Issue Date:	June 2026
Job Title:	Independent Sexual Violence Advisor (ISVA)
Responsible to:	ISVA Manager & Senior ISVA
Accountable to:	CEO and Operations Manager & Contracts Lead

Working Relationships:

CEO, Senior Management Team, Support Workers, Counsellors, Volunteer Counsellors, Volunteer Support Workers, ISVAs and Admin staff

ISVA Support Worker Role Description

Main Purpose of the ISVA Support Worker Role:

- The role is to offer practical support to anyone aged 18 and over who has experienced sexual violence/abuse.
- To work within a multi-agency setting to assist survivors/victims to access appropriate support such as housing, benefits, health services etc.
- To support those who wish to report to Police, through the criminal justice process, including liaising with the Police and any other criminal justice agency.

For all clients:

- To conduct risk and needs assessments, care and safety plans and action taken, record all support provided and where known the outcomes of that support, and record all onward referrals to agencies or organisations.
- To provide face to face, online and telephone support (non therapeutic) to survivors/victims and their supporters where appropriate.
- To help survivors/victims develop their own support network.
- To have knowledge of safeguarding legislation and best practice.
- To consider child protection issues (every child matters) when engaging with survivors/victims especially those assaulted in a domestic setting, and follow child protection policies.

Additionally, if the survivor/victim reports to the Police:

- To support survivor/victim through the criminal justice system.
- To support the survivors/victim during the trial phase in conjunction with other victim and witness services.
- To liaise with the Police/CPS on behalf of the survivor/victim, with the survivors/victims consent and adhering to the confidentiality policy in relation to the release of information.
- To participate as required in special measures arrangements with the Police, CPS and Witness Support.
- To understand and support the need for some survivors/victims to access special measures to give their best evidence at trial.

General Requirements:

- To maintain and monitor records of all cases in accordance with requirements.
- To follow procedures and protocols with other services so that the safety of the survivor/victim is kept central to any process.
- To note and feedback to other agencies any consistent difficulties survivors/victims are having accessing their service.
- To contribute to the development of the service policies, protocols, guidelines and strategies within the area of practice as required.
- To develop and maintain effective communication systems with key partners including the Police, CPS, court service, Social Services, education, primary care trust (mental and sexual health), Victim Support, Witness Service, voluntary sector organisations, CAFCASS.
- To participate in team meetings and peer review.
- To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
- To have a clear understanding of the myths and facts of sexual violence/abuse, rape trauma syndrome, the long-term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
- To be fully aware of resources available regarding interpreters, signers etc.
- To be able to travel around the county and be flexible as to working some unsociable hours, when necessary, in order to provide the service set out above.
- To undertake relevant training appropriate to the role.

Whilst every endeavor has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

This job description is a broad outline only, allowing scope for initiative in improving services and general operation of Notts SVS Services. This JD will be reviewed on a regular basis.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Equality, Diversity, and Inclusion

Notts SVSS are committed to providing a positive and inclusive environment for all colleagues, clients and stakeholders. All employees are responsible for supporting this by advancing equality of opportunity, embracing diversity, and eliminating discrimination and disadvantages in both service delivery and employment.

Employees are expected to actively contribute to these principles by:

- Supporting the implementation of the organisational Equality, Diversity, and Inclusion Policy and other related policies
- Attending in-house EDI training and events
- Managing, supporting, or complying with initiatives and practices that foster an equitable and inclusive workplace.
- Responding to EDI needs as they arise and feeding into the ongoing development of this work
- Demonstrating respect and understanding for the diverse needs of colleagues, clients, and stakeholders

Data Protection and Confidentiality

As part of your role, you are required to comply with the Data Protection Act 2018. You must:

Ensure that all personal data, whether electronic or manual, is handled securely and in accordance with the organisation's data protection policy.

Treat personal data relating to clients, colleagues, or others as strictly confidential, accessing and processing it only when authorised and for legitimate purposes.

Prevent unauthorised access, disclosure, loss, or theft of personal data.

Failure to comply with these obligations may be considered serious misconduct and could result in disciplinary action, including dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within Notts SVS Services but must be declared in writing at the appropriate stage during the recruitment process.

All the above activities are governed by the operational policies, policies and procedures and standards of Notts SVS Services as well as legislation and professional standards and guidelines.

As a term of your employment with Notts SVS Services, you may be required to undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at any of the Notts SVS Services' establishments, as may reasonably be required of you.

NOTE: This is a description of the job as it is presently constituted. It is the practice of Notts SVS Services to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to assist in the re-writing of your job description to bring it up to date if this is considered necessary or desirable. It is Notts SVS Services' aim to reach agreement on reasonable changes,

Updated June 2026

but if agreement is not possible Notts SVS Services reserves the right to insist on changes to your job description after consultation with you.

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