



The Bridge Project South West

JOB DESCRIPTION

TITLE OF POST: ISVA Navigator

RESPONSIBLE TO: ISVA Team Leader

HOURS: 37.5 hrs a week – generally worked Mon-Fri 9am to 5pm with (occasional evening and weekend work as required)

SALARY: £24,956 - 26,476 per annum

BASE: Bodmin - with some local and regional travel

GENERAL

The Bridge Project South West delivers the Independent Sexual Violence Advisor Service across Devon and Cornwall for all adults and children who have reported, or are considering reporting sexual assault, rape or sexual abuse. The Bridge Project is a service of TWCC Projects Ltd which is a wholly owned subsidiary of The Women's Centre Cornwall. The Women's Centre Cornwall are the lead provider and contract holder for the service which is delivered in partnership with Devon Rape Crisis and Sexual Abuse Services, Intercom Trust, Konnect Communities, The Children's Society, The Olive Project and West Cornwall Women's Aid.

The Women's Centre Cornwall has over 25 years of experience of working with female survivors of sexual and domestic violence. In addition, we provide community-based activities across Cornwall and support women ex-offenders across Cornwall, Devon, Dorset and HMP Eastwood Park in Gloucestershire.

PURPOSE

The purpose of this role is to support the delivery of a high-quality, responsive, gender and trauma-informed onboarding function for the ISVA service in Devon and Cornwall, through completing assessments, developing support plans and providing interim and ad hoc support to survivors.

RESPONSIBILITIES

- Taking a survivor-focused and trauma-informed approach at all times to ensure that survivors feel safe and empowered to make choices and engage with services
- Taking an intersectional approach to ensure that every person's individual needs are understood and that appropriate action is taken to address any barriers to engaging with the service or the criminal justice system
- Completing initial assessments in line with the required standards and procedures in order to assess risks and priorities, develop interim support plans and engage survivors with other agencies and services
- Providing clear and accurate information to survivors on reporting rape and sexual violence offences so that they can assess their options and make informed choices.
- To work closely with the First Response Team, providing day-to-day support and cover
- To provide interim support to survivors prior to them being allocated to an ISVA caseworker
- To work closely with Bridge Partner organisations to ensure a coordinated approach to support
- To provide ad hoc support and information to any survivors, supporters or professionals contacting the duty telephone line or email inbox
- To provide ISVA cover as needed across the service which may include supporting at court and holding cases temporarily
- To support the involvement of volunteers and lived experience experts
- To ensure that the case management system, and all other recording systems are updated in an accurate and timely manner in line with
- Develop and maintain strong and effective working relationships with key external stakeholders
- Ensuring that the service upholds very high standards of confidentiality and is fully compliant with all GDPR requirements
- To undertake the induction training programme.
- To complete the ISVA Qualification if not already held
- To work at all times within the policies, procedures and ethos of The Bridge Project and TWCC.
- To participate in regular line management and external supervision
- To attend Team Meetings and Professional Development Days

Please note this list provides an outline of the key responsibilities and duties for this role. It is not exhaustive, and a flexible approach will be needed in order to provide a responsive, service-user led service.

This post is open to women only in accordance with the Equality Act 2010, Schedule 9, Part 1'

The Bridge Project values diversity and welcomes applicants from all sections of the community, especially from groups with a protected characteristic such as black and minoritised women, who are currently under-represented at the Bridge Project

Our premises in Bodmin are fully wheelchair accessible.

PERSON SPECIFICATION

Requirements	Essential	Desirable
High standard of general education	✓	
ISVA Qualification (to be completed during probationary period if not held)		✓
Experience of working with and supporting survivors of sexual abuse		✓
Good IT skills with confidence in the use of Microsoft software and databases	✓	
Experience of providing direct support to people affected by abuse/trauma or who are dealing with other complex issues such as homelessness, substance misuse, mental health issues.		✓
Understanding of Trauma Informed Practice	✓	
Ability to work with highly distressed people	✓	
Ability to handle confidential information sensitively and appropriately	✓	
Ability to quickly build a rapport and establish trust	✓	
Strong interest in working with a very diverse range of people and adapting approaches to ensure everyone can engage successfully with the service		✓
Excellent communication skills, with the ability to sensitively engage with a range of people	✓	
Ability to maintain professional boundaries	✓	
Experience of multi-agency/ system-wide working	✓	
High level of confidentiality, empathy, and professionalism	✓	
Good level of patience and attention to detail	✓	

Awareness of vicarious trauma	✓	
Established personal strategies for self-care	✓	
Knowledge of sexual violence and its impact on survivors	✓	
Ability to understand and empathise with the organisation's ethos, aims, principles and policies	✓	