



The Bridge Project South West

JOB DESCRIPTION

TITLE OF POST:	Independent Sexual Violence Advisor (ISVA) Adults, Children and Young People
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:	Devon – One or more sites with 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

To provide specialist advocacy and support to survivors of rape, sexual violence, sexual abuse, including adults, children and young people, ensuring an inclusive, trauma-informed and survivor-led approach. The role will also involve delivering awareness-raising activities about sexual violence to professionals and the wider community, supporting families where appropriate, and contributing to the development and maintenance of best practice standards and protocols for supporting survivors.

RESPONSIBILITIES

- Provide specialist, trauma-informed advocacy and support to adults, children and young people who have experienced sexual violence
- Provide compassionate, non-judgmental emotional and practical support tailored to the age and needs of adults, children and young people, ensuring they remain central to all our interactions.



- Assess risk and support adults, children and young people in creating a tailored safety and support plans.
- Offer guidance and advocacy through the criminal justice process, including support with police investigations and court proceedings, From 'Report to Court'. including accompanying them to meetings with the police, the courts and other professionals.
- 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.
- Work with parents/carers (where appropriate) and professionals, ensuring a coordinated response to support.
- Work closely with partner agencies including police, health, education, social care and specialist services to ensure a coordinated multi-agency response.
- Provide information on rights, entitlements, and options available, empowering adults and young people to make informed choices.
- To provide ISVA cover as needed across the service, which may include supporting at court and holding cases temporarily.
- Attend case conferences, multi-agency meetings, and contribute to safeguarding processes where required.
- Manage a caseload, ensuring that the case management system, and all other recording systems, are updated in an accurate and timely manner in line with data protection regulations and organisational policies.
- Manage your own diary and correspondence, make your own room bookings where necessary and arrange and cancel your own appointments.
- Work effectively both independently and as part of a team, managing a busy workload, prioritising tasks efficiently, and remaining calm and professional under pressure.
- Develop and maintain strong and effective working relationships with key external stakeholders.
- Participate in the development and delivery of awareness-raising activities for professionals and young people.
- To undertake the Bridge Project induction training programme.
- To complete the ISVA Qualification if not already held or to commence training within your probationary period.
- Engage in continuous professional development, including Training, Team Meetings, Supervision, Reflective Practice Sessions and Professional Development Days both in person and online.
- Commitment to working within the ethos and values of The Bridge Project ISVA service.



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.

WORKING FROM HOST SITE

This role will be delivered from one host sites across the service area. The post holder will be expected to work in a flexible and collaborative way within our host organisation, while remaining aligned to The Bridge Project ISVA service model and standards.

Responsibilities relating to host site working include:

- Working from allocated host site premises as agreed, including outreach and community-based locations where required.
- Actively participating in host site activities, including team meetings, briefings, training sessions and reflective practice opportunities.
- Contributing to the delivery of group work, workshops or awareness-raising sessions where appropriate and within the scope of the role.
- Building and maintaining positive working relationships with host site staff to support integrated, trauma-informed service delivery.
- Adhering to host site policies and procedures (including health and safety and lone working), alongside The Bridge Project's policies and expectations.

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
Experience of working with survivors who have experienced trauma, abuse, or exploitation	Yes	
Understanding of the impact of sexual violence on survivors	Yes	
Knowledge of safeguarding procedures and best practices when working with vulnerable adults and children.	Yes	
Strong communication and interpersonal skills, with the ability to adapt approach to engage with adults and children and young people.	Yes	
Ability to maintain professional boundaries while offering compassionate and empowering support	Yes	
Ability to assess risk and create effective safety and support plans	Yes	
High standard of record-keeping and ability to manage a caseload effectively	Yes	
Commitment to equality, diversity, and inclusion in service delivery	Yes	
Willingness to complete ISVA training if not already held	Yes	
Experience working as an ISVA or in a similar advocacy role	Yes	
Completed ISVA training or a relevant professional qualification, such as a qualification in advocacy (ISVA) social work, psychology, or counselling.		Yes
Experience working with multi-agency partnerships to support adults, children and young people		Yes
Experience providing training or awareness sessions to professionals, adults or young people		Yes
Knowledge of trauma-informed and intersectional approaches to advocacy		Yes
Understanding of the criminal justice system and its impact on survivors		Yes
Experience supporting parents/carers alongside children and young people		Yes
Additional qualifications in counselling, youth work, or related fields		Yes