Dear Applicant

Thank you for your interest in the vacancy for the post of Independent Sexual Advisor

This application pack includes

* Information for applicants
* Job Profile
* Person Specification
* Application for employment

When completing the application form please relate your application to the requirements stated in the advertisement, job profile and 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 a Curriculum Vitae, as we require your information to be in a standard format on its own application form.

Your completed application form should be returned marked ‘application form’ and the title of the post for which you have applied, ISVA, and emailed to [helen@manchesterrapecrisis.co.uk](mailto:helen@manchesterrapecrisis.co.uk) or you can post in a sealed envelope marked “Private & Confidential” to Anne Stebbings, GMRC, 73 Ardwick Green North, Manchester, M12 6FX

By 5 pm. on July 31st 2024

**Late applications will not be accepted.**

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us by 14th August 2024 you should assume that on this occasion your application has been unsuccessful.

Yours faithfully,

**Anne Stebbings**

**CEO**

**OUR APPLICATION AND OUR RECRUITMENT PROCESS**

GMRC’srecruitment 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 you already work forGMRC, we do not consider 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 interview process. Your application form is therefore very important, and the following advice is designed to help you complete 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 must fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

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 is as valuable as paid employment. It is important that your application relates 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.

Make sure you complete the form clearly and type it or use dark ink (black ink shows up best when photocopied). You may wish to continue your application on one or more separate sheets, which should be attached to the application form.

In completing the references section, please give as your referees your current and most recent employers where possible.

Please send your form on time. **Closing Date for Applications: 5 pm 31st July 2024**

Completed applications must be emailed to admin@manchesterrapecrisis.co.uk or posted marked “Private & Confidential” to Anne Stebbings, **GMRC** (Recruitment), 73 Ardwick Green North, Manchester M12 6FX

If you would like the receipt of your 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 these requirements are shortlisted for interview. **Only information contained in the application will be considered in making the decision to shortlist.**

**Interviews**

The interview panel will consist of representatives from GMRC. Questions are intended to allow you to expand on your application and to show the panel how far you meet the essential and desirable requirements of the post**.** You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members must keep a record of their assessment of each candidate so that the reasons for their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

The interviews will take place face to face. They will take place **DATE TBC**

**Equal opportunities statement**

GMRC is striving to be an equal opportunities employer and we welcome applications from women from all sections of society

**About GMRC**

GMRC is a registered charity working with adult women who are victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

**JOB DESCRIPTION**

Job Title; Independent Sexual Violence Advisor

Payment: £32,000 per annum

Responsible to CEO

Hours: 35 hours per week by arrangement some evening work required

**THIS IS A FIXED TERM VONTRACT FOR 12 MONTHS WITH POSSIBLE EXTENSION SUBJECT TO FUNDING**

**Overall Objectives**

To work within a multi-agency setting to provide a proactive service to adult victims of sexual violence within and outside the criminal justice system to:

Risk assess and maintain client safety

Help clients access their rights

Monitor and keep clients informed of case progress and provide support through the criminal justice system

Help clients access health and other services they require

Build ongoing relationships with loved ones of a victim/survivor engaged in the ISVA service

Provide an information point for loved ones on the CJS

**Main Duties**

**For all clients**

1. Undertake risk assessment and support needs analysis with client
2. Develop individual action plans to address risks/support needs of clients
3. Help clients to access services to which they are entitled e.g. through setting up referrals to sexual health follow up service, making referrals to mental health services and other appropriate services
4. Provide face to face and telephone support (non- therapeutic) to clients where appropriate.
5. Explain criminal, and if relevant, civil remedies and housing options to clients
6. Provide information and support in relation to Criminal Injuries Compensation
7. Where relevant (e.g. DV cases) keep other agencies informed about important changes in client’s situation
8. Consider child protection issues when engaging with clients assaulted in a domestic setting and follow child protection policies.

**If Clients report to the police**

1. Support the client through the criminal justice system, explaining the procedures and their role and rights within the system
2. Support the client in the witness statement and during the trial phase in conjunction with the Witness Services
3. Liaise with the police and CPS on behalf of the client with the client’s consent and adhering to confidentiality policy in relation to release of information. If local protocols can be agreed, keep the victim informed about the case progress on behalf of the police in line with the requirements of the Victims Code Of Practice
4. Participate in case conferences with the police, CPS and prosecuting barrister.
5. Consider the need for some clients to access special measures.

**Other responsibilities and tasks**

* Manage a caseload
* Maintain and monitor records of all cases
* Follow procedures and protocols with other services so that the safety of clients is kept central to any process
* Be a proactive part of the Nightingale project (a whole system response to supporting the loved ones of victims/survivors) collaborating and working in partnership with Nightingale project members.
* Note and feedback to other agencies any consistent difficulties clients are having accessing their service
* Contribute to the development of service policies, protocols, guidelines and strategies within areas of practice as necessary
* Develop and maintain effective communication systems with key partners including the police, CPS, court services, education, and primary care trust (mental and sexual health) Victim support, Witness Service, voluntary sector organisations.
* Develop a clear understanding of the myths and facts of sexual violence, and the long term mental health effects of sexual violence, self-harm, suicidal feelings and attempts.
* Ensure awareness of resources available regarding interpreters, signers etc.
* To carry out routine administrative procedures
* To provide office cover when needed
* To attend appropriate training courses, workshops or other events within the resources of GMRC when requested to do so by the Manager
* To liaise with other services
* To attend and contribute to regular staff/team meetings
* To attend appraisals
* To undertake any other reasonable duties as and when required

Independent Sexual Violence Advisor Person Specification

|  |  |  |
| --- | --- | --- |
| Any offers of appointment will be conditional on staff committing to completing training in those areas deemed essential to the post | **E is essential**  **D is desirable** | |
|  |  |
| **Education, qualifications and training (essential)** |  |  |
| Educated to degree level or above | E |  |
| ISVA qualification | E |  |
| **Employment History** |  |  |
| Relevant previous or current employment | E |  |
|  |  |  |
| **Skills and knowledge** |  |  |
| Knowledge and understanding of the nature of sexual violence | E |  |
| Knowledge and understanding of the impact of sexual violence | E |  |
| Experience of working with victims of sexual violence | E |  |
| Knowledge and understanding of the criminal justice system | E |  |
| Experience of and ability to work pro-actively |  | D |
| Experience of welfare rights and other welfare issues e.g. housing | E |  |
| Able to prioritise own workload and deal with competing demands | E |  |
| Experience of working with a range of agencies |  | D |
| Understanding of the need to maintain personal records of clients | E |  |
| Proficient at using Information Technology including Windows, Microsoft Office, email and the  Internet | E |  |
|  |  |  |
| **Personal attributes** |  |  |
| Ability to work on own initiative, in partnership and as part of a team | E |  |
| Excellent verbal and non-verbal communication skills | E |  |
| Ability to form and maintain good working relationships with colleagues | E |  |
| Ability to produce written and verbal reports | E |  |
| Understanding the need for professional confidentiality and its boundaries | E |  |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice | E |  |
| Strong crisis management skills, methodical and well organised | E |  |
| Ability to work in an empathic manner, to maintain consistency and develop a rapport with  service users | E |  |
|  |  |  |
| **Special requirements** |  |  |
| An Enhanced Criminal Police Records check | E |  |
| Willing to access training relating to duties | E |  |
| Able to travel as required | E |  |

**Application For Employment**

|  |  |
| --- | --- |
| **Post for which you are applying:** |  |
| **How did you learn about the post?** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Preferred Title:** |  |
| **First Names:** |  | | |
| **Address:** |  | | |
|  | | |
| **Tel No. Eve):** |  | **Tel No. (Day):** |  |
| **Email:** |  | | |
| **Mobile:** |  | | |

|  |
| --- |
| **hINTS AND TIPS ON COMPLETING THIS FORM**   * Please note CVs are not accepted * We wish to ensure that comparison between applicants is fair and in line with the GMRC Diversity and Equality Policy. The information you provide on this form together with your personal statement will be used in deciding whether you will be short listed for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. * You should use the points in the Person Specification as headings when filling in the section of the application form that says ‘personal statement’ or if you prefer to write a paragraph on each criterion. * It is the applicant’s responsibility to ensure that completed application forms are received by the closing date. * Please write in black ink. |

**Educational Qualifications**

|  |  |
| --- | --- |
| **Relevant Qualifications obtained**  **Certificates, diplomas, degrees etc.** | **Date** |
|  |  |

**Training Courses**

|  |
| --- |
| **Give brief information about any relevant training courses you have attended together with dates.** |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Date of Appointment:** | **Date Left (if applicable):** |
| **Salary:** | **Post held:** |
| **Period of Notice required:** | |
| **Please give a brief description of your duties and responsibilities** | |
| **Reason for leaving (if applicable):** | |

**Previous Employment and Voluntary Experience**

Include all paid employment and any voluntary work **relevant** to your application

|  |
| --- |
|  |

**References**

Please give details of two people not related to you who may be approached for references. You should include your current or most recent employer.

|  |  |
| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone No.** | **Telephone No.** |
| **Email:** | **Email:** |
| **Occupation/Relationship:** | **Occupation/Relationship:** |
| **PERSONAL STATEMENT**  Please write a personal statement of not more than **1,000** words which covers   * Why you are interested in the job * Your skills, experience and knowledge in relation to the Person Specification. * Short-listing will be based on the degree to which you match the qualities in the Person Specification. You must address each point on the Person Specification (you can use numbering if you find it advantageous).   **N.B. If needed please write on an A4 piece of paper and attach it to the form.** | | |

I confirm that, to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK.

Signature: Date:

**Equal Opportunities Monitoring Form**

Greater Manchester Rape Crisis values diversity promotes equality and challenges discrimination. We encourage and welcome applications from women of all backgrounds. This post is exempt from the Rehabilitation of Offenders Act Posts will be subject to an enhanced DBS check and open to women only.  *Genuine Occupational Requirement (GOR), Schedule* *9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.*

GMRC wishes to monitor the effectiveness of its Equal Opportunities Policy and ensure that no direct or indirect discrimination is taking place. In order to help us do this we would like you to complete this form.

**This form will be detached from your application form and will not be used to influence the selection process in any way.**

Do you consider yourself disabled?

Yes - No

How would you describe your ethnic background?

How would you define your sexuality?

How old are you?

|  |  |
| --- | --- |
| 18-25 |  |
| 26-35 |  |
| 36-45 |  |
| 46-55 |  |
| 56 -66 |  |

**Criminal Conviction Declaration Form**

Please complete this declaration.

GMRC welcomes applications from ex-offenders and will only consider an applicant’s criminal record where the conviction is relevant to the post. This post is subject to a Disclosure and Barring procedure. All employees and volunteers shall provide a declaration of convictions that would otherwise be spent under the Rehabilitation of Offenders Act (Exceptions 1975).

For candidates who are not successful this form will be destroyed at the end of the recruitment process.

|  |  |
| --- | --- |
| A. Do you have any criminal convictions?  Yes No  Please complete the details below. | B. Do you have any spent convictions?  Yes No    N.B. We may ask for additional information at a later date. |

|  |  |  |  |
| --- | --- | --- | --- |
| If you answered ‘Yes’ in box A, please give details: | | | |
| Offence(s) | Details | Sentence | Date of Sentence |
|  |  |  |  |

I believe the information disclosed above to be true and accurate to the best of my knowledge. I understand that if I am successful in my application to GMRC will be subjected to a Disclosure and Barring procedure at an appropriate level, and that the outcome of this may affect the offer of employment.

Name

Signature:

Date: