

# JOB DESCRIPTION

**Job Title:** Independent Sexual & Domestic Violence Advisor

**Service:** Student Services

## Grade: E

**Campus:** Docklands and Stratford/USS Campus **Responsible to:** DeputyDirector of Student Services

**Liaison with:** Students, Schools, Student Services, Students Union and external organisations and agencies

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

## JOB PURPOSE:

Independent Sexual & Domestic Violence Advisor (ISDVA) provides a pro-active support and advice service to any students who have experienced sexual violence or domestic violence. The role will also lead on raising awareness of the issues and their impact in a University setting. The post holder will contribute to the development of policy and the delivery of training across the university.

You will have extensive experience of providing 1-1 support to people who have experienced sexual and/or domestic violence, of carrying out risk assessments, safety planning and supporting people in crisis. The role requires exceptional interpersonal skills, knowledge of the legal aspects of being a victim of a crime, awareness of the barriers to reporting and a strong understanding of the role of specialist support services.

## MAIN DUTIES AND RESPONSIBILITIES:

* Support students to make informed choices about their reporting and support options, both within the University and externally
* Identifying, monitoring and managing the individual risk and needs of the student by developing tailored support plans to address the individual’s risks and/or needs
* Provide case management support to students who report and keep accurate records
* Develop external links with the SARC, Rape Crisis and external specialist services
* Ensure that the student is aware of the specialist support available to them in the community and help them access this support
* Deliver an effective prevention programme which will involve contributing to campaigns and running training
* Provide expert advice and support to investigating officers and to staff involved in the support of students/staff
* Contribute to the continuous improvement of policies and procedures
* Inform students of how to take due care and limit the possibility of contamination of evidence and adhere to the Achieving Best Evidence (ABE) guidance
* Participating in communities of practice and partnership working internally and externally, and statutory agencies
* Utilising the Report and Support system prepare data and information for reporting on trends.

# PERSON SPECIFICATION

## EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:

**Essential criteria;**

* Educated to a degree level or equivalent (qualified by experience) (A)

**Desirable criteria;**

* Qualification in the sexual violence and/or domestic violence field, e.g. ISVA, IDVA (A)

## KNOWLEDGE AND EXPERIENCE:

**Essential criteria;**

* Good knowledge of the impact of sexual violence and/or domestic violence on students (A/I/P)
* Extensive experience of providing 1-1 support to students of sexual violence and/or domestic violence, including risk assessment and safety planning (A/I)
* Strong crisis management skills (A/I)
* Excellent knowledge of external specialist support available to victims of sexual violence and domestic violence in the community (I)
* Understanding of the Criminal Justice System and the options available to the student (A/I/P)
* Demonstrable evidence of understanding the importance of preserving evidence and achieving best evidence (A/I/P)
* Understanding the barriers to seeking help following sexual violence and experience of empowering a student to make their own decision about next steps (I)
* Experience of delivering training (A/I)
* Experience of running awareness raising and/or prevention campaigns (A/I)

## Desirable criteria

* Good knowledge of what constitutes best practice support in a university to able student to progress in their education (A/I)
* A strong knowledge of safeguarding legislation and its application in a university setting (A/I)
* Experience of working in the Higher Education sector (A)

**SKILLS AND ABILITIES**

**Essential criteria**

* Able to act with diplomacy and handle confidential tasks, understanding when discretion is required in sensitive work (A/I)
* Excellent written and verbal communication skills, including the ability to provide sensitive and appropriate support, negotiate and advise (A/I)
* Excellent organisational skills, with the ability to work both within a multidisciplinary team and independently, taking initiative when necessary. (A/I)
* Experience in delivering training (A/I)
* Ability to work safely and within professional boundaries (A/I)
* Evidence of the ability and skills to maintain emotional resilience to cope with the emotional challenges of this work (I)
* Able to use MS Office, be comfortable with IT and case management systems (A/I)
* Able to work flexibly to fulfil service requirements across our campuses and able to travel between sites and to collaborative partners and to undertake a small amount of evening and weekend work as required (I)

## PERSONAL ATTRIBUTES AND QUALITIES

* A firm commitment to improving the lives of students who have experienced sexual harassment and sexual violence, so that they can fulfil their academic potential (A/I/P)
* Willingness and ability to work with both male and female students (I)
* Knowledge of, and commitment to, diversity and equality (A/I)
* Excellent interpersonal skills and proven ability in developing and maintaining strong relationships with internal and external stakeholders (A/I)
* Positive approach, well-motivated, reliable, adaptable and trustworthy (A/I)

**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

T = Test