



**September 2021**

Dear Applicant,

**Women and Girls Network Application Pack for the full-time, fixed-term role of Pan-London Black Women's Independent Sexual Violence Advocate (ISVA)**

This pack includes information about WGN, the full-time, fixed-term (until March 2023), role of Pan-London Black Women's ISVA and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-us](http://www.wgn.org.uk/support-us/work-us)

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk) by 10am on Monday 11<sup>th</sup> October 2021. Interviews will be held on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> October 2021.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the closing date, please assume that your application has not been successful this time.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN. We look forward to receiving your application.

Yours sincerely,



**Lucy Hayton**  
**West London Rape Crisis Centre Manager**



*Empowerment, healing and transformation for women moving on from violence*

## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAWW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

#### **The London Survivors Gateway for Sexual Violence Services**

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

## **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

## **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

## **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

## **Young Women's Service**

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.

**Pan-London Black Women's Independent Sexual Violence Advocate**  
**(Female Applicants Only)**

**Starting salary £28,000 per annum | 35 hours per week (full-time) | Fixed-term contract (until March 2023)**

**This role will initially be on a remote working basis, changing to office based (in Hammersmith and Fulham and involving travel across London) when circumstances allow and as required by WGN's services**

Women and Girls Network (WGN) is looking for a highly motivated and experienced Pan-London Black Women's Independent Sexual Violence Advocate (Pan-London Black Women's ISVA) to join our West London Rape Crisis's ISVA team. The Pan-London Black Women's ISVA will provide high quality, specialist short-term support to women across London who have experienced any form of sexual violence and are engaging (or considering engaging) with the criminal justice system.

This post holder will support women and girls who cannot access an ISVA in their local area or who are on a waiting list and need rapid interim support or advice. The role fills a gap in the current sexual violence service provision in London, helping to ensure that more women who require independent support and advice are able to receive this in a timely manner.

This pilot post will help us develop dedicated ISVA support which more effectively identifies and challenges the intersectional disadvantage black women and girls face in the criminal justice system and supports them on their journey of surviving and thriving after experiencing sexual violence. The remit of the role is likely to adapt in response to survivors support needs and demands presented to the service during the pilot project.

The ISVA service aims to provide trauma-informed, intersectional, woman-centred, rights and strengths based advocacy that supports women on their unique journey of healing. The ISVA service at WGN is passionate about campaigning and being a part of institutional change and reform of the criminal justice process for survivors of sexual violence. This post will be crucial in helping to identify issues affecting survivors and opportunities for change.

The ideal post holder will be experienced in providing advocacy support to clients from diverse communities in frontline or community based roles. If you have a strong understanding of the theory of intersectionality and how this impacts on black women's experiences, including their routes to accessing justice and are passionate about supporting survivors of sexual violence and abuse, then we would like to hear from you.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, Minority and Ethnic communities.

We provide clinical supervision, access to an on-going CPD programme and the opportunity to work in a leading multi-cultural feminist organisation. WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Programme.

**Please visit [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us) to download an application pack. Completed applications should be emailed to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk)**

**Application deadline: 10am on Monday 11<sup>th</sup> October 2021**

**Interviews will be held on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> October 2021**

Applicants who have not received a response to their application within 2 weeks of the closing date should assume their application has not been successful on this occasion.

This post is subject to satisfactory references and DBS check.

WGN is an equal opportunities employer.

The above post is exempt under the Equality Act 2010, Schedule 9, Part 1

## **Pan-London Black Women’s Independent Sexual Violence Advocate (ISVA) – Job Description**

<b>Job title:</b>	Pan-London Black Women’s Independent Sexual Violence Advocate
<b>Team:</b>	ISVA Service
<b>Reporting to:</b>	ISVA Manager
<b>Contract type:</b>	Fixed-term (until March 2023)
<b>Hours:</b>	35 hours per week (full-time)
<b>Location:</b>	Hammersmith and Fulham (travel across London)

### **Purpose**

To provide short to medium-term support to black women in London who have experienced any form of sexual violence and are engaging (or considering engaging) with the criminal justice system. This post holder will support black women and girls who cannot access an ISVA in their area or who are on a waiting list and need rapid interim support. The role fills a gap in the current sexual violence service infrastructure in London, helping to ensure that black women and girls in London who require independent, specialist support and advice around the criminal justice system are able to receive this in a timely manner.

This pilot post will help us develop dedicated ISVA support which more effectively identifies and challenges the intersectional disadvantage black women and girls face in the criminal justice system and supports black women and girls in their journey of surviving and thriving after experiencing sexual violence and abuse. The remit of the role is likely to adapt in response to the support needs and demand presented to the service.

The post-holder will be based within WGN’s ISVA team but work closely with the London Survivor’s Gateway service.

### **Responsibilities**

#### **Support and Advocacy**

1. Provide non-therapeutic but empowering and empathetic tailored support, information and advocacy that enables black women who have experienced sexual violence to access their rights and make informed choices;
2. At all times working within an intersectional framework, considering the diverse and sometimes conflicting needs of black women across all protected characteristics, tailor the service to widen access and ensure individual and community needs are met;
3. Ensure all groups of black women are aware of the service, feel welcomed and confident their needs will be met;
4. Undertake risk and needs assessments when required to ensure a survivor’s safety and wellbeing;
5. Develop safety and actions plans, in conjunction with the survivor, to address their immediate needs;
6. Provide tailored support and to survivors to support them access services that they require including forensic medical examination, therapeutic support, sexual health, housing, legal, mental health and other services; and

7. Ensure that the safety of survivors and children is paramount by working within local and WGN safeguarding policies, procedures and protocols at all times.

### **Support related to the Criminal Justice System (CJS)**

1. Provide impartial and accurate information on reporting to the police and/or civil justice remedies to enable black women and girls to make informed decisions;
2. Informing and advocating for black women's rights and entitlements in the criminal justice system from report to court and post-trial as necessary, acting as the Single Point of Contact (SPOC) when requested whilst maintaining confidentiality;
3. Inform black women and girls of their rights and entitlements in the criminal justice system as outlined in the Victims Code and the Witness Charter, including their right to special measures, to have decisions reviewed, make complaints or provide feedback to CJS agencies;
4. Provide tailored advice and support to black women and girls to challenge breaches of legislation, guidance or best practice and support women to make Victim's Right to Review requests, and access other remedies, with support from legal professionals where possible;
5. Support women to report to the police, attend police stations or give evidence at court if required;
6. Provide information in relation to Criminal Injuries Compensation and refer to specialist agencies as required; and
7. Operate within legal and professional boundaries at all times, and ensure a thorough understanding of the legal limitations of ISVA support.

### **Case Management and Monitoring**

1. Maintain accurate and confidential records of all work undertaken in keeping with the standards of the role, organisational policies and procedures and legislation;
2. Attend and make effective use of line management, case management and clinical supervision;
3. Complete monitoring and evaluation information for all clients in line with funding expectations and organisational policies and procedures;
4. Inform the survivor about how they can complain or feedback about the ISVA service in line with organisational policy;
5. Ensure the survivor understands the limits of the service and signpost / refer to services for ongoing support if required; and
6. Provide statistical information as required.

### **Partnership Working, Research and Strengthening Practice**

1. Develop and maintain good working relationships with key partners and outside agencies;
2. Engage with regional ISVA colleagues and specialist agencies to share learning and best practice on supporting black women who have experienced sexual violence;
3. Work closely with the ISVA Manager to clarify and develop the remit of the role and best practice in offering short-term ISVA support;
4. Support research associated with the role to capture unmet need, gaps in service provision and highlight the issues that black women face after experiencing sexual violence; and

5. Support institutional advocacy initiatives that evidence and challenge the institutional failures and systemic injustices faced by black survivors of sexual violence.

### **General Responsibilities**

1. Actively contribute to the values, principles, and ethos of the organisation and models of best practice for working within feminist protocols and principles;
2. To work within WGN's specialist 'Holistic Empowerment Recovery Model' for survivors of gender-based violence; a gender responsive, trauma focused, strengths and evidence based model;
3. Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation;
4. Promote the aims and objectives of WGN;
5. Keep informed of developments in, and participate in the development of local policy and good practice in working with women who have experienced sexual violence;
6. Follow procedures and protocols to ensure the health and safety of the clients is central;
7. Take all possible steps to ensure the safety and confidentiality of service users, staff and stakeholders;
8. Share information and expertise to build a strong team and enhance the knowledge base of WGN, including contributing to WGN team meetings as required;
9. To pro-actively seek service user feedback and support 'Expert by Experience' initiatives;
10. Work occasional evenings and weekends as required by the post;
11. To fully engage with professional development activities and expectations as required by WGN; and
12. Carry out duties appropriate to the role that are necessary for the delivery of this service and the effective functioning of the organisation.

Please note this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution focused organisation and a 'can do' attitude and flexibility to take on other human resources related tasks is essential.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

### **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter the terms and conditions of employment.

### **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

### **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1

**Pan-London Black Women’s Independent Sexual Violence Advocate - Person Specification**

<b>Qualifications &amp; Experience</b>	Experience of direct working with survivors of sexual violence
	Experience of effectively engaging clients from diverse communities in a frontline or community based role.
	Accredited ISVA training or a relevant degree / professional qualification plus willingness to undertake accredited ISVA training
	Experience of risk assessment and management plus safety planning
	Experience of multi-agency partnership working
	Experience of managing a busy caseload, working under pressure and prioritising workload
	Demonstrable track record of combating discrimination and actively promoting equality and good diversity practice
<b>Knowledge</b>	A clear understanding of the impact of sexual violence on survivors and society
	A clear understanding of the theory of intersectionality and how this impacts on black women’s experiences, including their routes to accessing justice
	A clear understanding of the barriers black women and girls from diverse communities face in disclosing sexual violence and accessing support
	Working knowledge of policy, legislation and services relevant to survivors of sexual violence, including the criminal justice system
	Working knowledge of safeguarding legislation and practice
<b>Skills</b>	Ability to form good working relationships and maintain professional boundaries with survivors in crisis
	Ability to communicate sensitively with survivors from a range of backgrounds who may be in distress
	Ability to communicate and maintain relationships with a wide range of voluntary and statutory agencies
	Excellent written and verbal communication skills
	Good organisational and ICT skills
<b>Attitude</b>	Commitment to actively challenge discrimination and oppression and work within the values, ethos and mission and policies of WGN
	A commitment to delivering meaningful interventions and fostering innovation in working practice
	A flexible approach to your work, including limited evening and weekend work as required by the role
	Ability and willingness to travel across London
	A commitment to developing your own learning and professional development and willingness and ability to critically develop own practice
	Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls