



**December 2021**

Dear Applicant,

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

This pack includes information about WGN, the full-time, fixed-term (until March 2023) role of 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 9am on Monday 17<sup>th</sup> January 2022. Interviews will be held on Wednesday 26<sup>th</sup> January 2022.

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 or 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.

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

**Starting salary £28,000 per annum | Full-time (35 hours per week) | Fixed-term (until March 2023, with potential extension subject to funding)**

**This role will initially predominately involve remote working, evolving to involve regular office based working (in Shepherds Bush, as well as travel across London) as determined by organisational requirements and circumstances allow.**

Women and Girls Network (WGN) is looking for a highly motivated Black Women's Independent Sexual Violence Advocate (ISVA) to join our team of ISVA's at the West London Rape Crisis Centre. The ISVA will provide high quality, specialist support to women in London who have experienced any form of sexual violence and are engaging (or considering engaging) with the criminal justice system. Further information on the ISVA service is available at [www.wgn.org.uk/our-services/practical-support-and-advocacy/independent-sexual-violence-advocate](http://www.wgn.org.uk/our-services/practical-support-and-advocacy/independent-sexual-violence-advocate)

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 supporting them in their journey of surviving and thriving after experiencing sexual violence and abuse. The remit of the role is likely to develop in response to the demands for and the support needs of the women and girls who access this service.

The ISVA service aims to provide trauma-informed, intersectional, woman-centred, rights and strengths based advocacy that supports women on their unique recovery journey. The service is also passionate about campaigning and being a part of institutional change and reform of the criminal justice process for survivors of sexual violence in England and Wales.

The ideal post holder will have experience supporting clients from diverse communities in a frontline or community based role. A comprehensive training package, including accredited training, is available to fully equip the successful post holder for this rewarding and vital position. If you have a strong understanding of black women and girls 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 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.

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

**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) by 9am on Monday 17<sup>th</sup> January 2022. Interviews will be held on Wednesday 26<sup>th</sup> January 2022.**

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



## **Black Women's Independent Sexual Violence Advocate (ISVA) – Job Description**

<b>Job title:</b>	Black Women's Independent Sexual Violence Advocate (Female Applicants Only)
<b>Team:</b>	ISVA Service
<b>Reporting to:</b>	ISVA Manager
<b>Contract type:</b>	Fixed-term (until March 2023) with possible extension dependent on funding
<b>Hours:</b>	Full-time (35 hours per week)
<b>Location:</b>	Shepherds Bush (and involving working across West London and travel across London)

### **Purpose**

This is a new pilot post to support black women who have experienced sexual violence and abuse and are engaging (or considering engaging) with the criminal justice system. There is currently little research or data available on the experiences of black women and girls in how they survive, disclose and move forward from experiences of sexual violence or the way in which intersecting oppressions of racism, sexism, ableism and heteronormativity (amongst others) can minimise, deny or exacerbate harm, risk and trauma. This post will help us develop dedicated ISVA support which supports black women to be heard, validated and supported in their journey of surviving and thriving after experiencing sexual violence and abuse.

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.

### **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 and regularly review risk and needs assessments to ensure a survivor's safety and wellbeing;
5. Develop a support plan, in conjunction with the survivor, to address their individual needs;
6. Provide tailored support and advocacy that enables black women to access services that they require including forensic medical examination, therapeutic support, sexual health, housing, legal, mental health and other services;
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; and
8. Work alongside survivors to maximize self-protective strategies to ensure stability, manage risk and establish wellbeing.

### **Support through the Criminal Justice System (CJS)**

1. Provide impartial and accurate information on reporting to the police and/or civil justice remedies supporting black women 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 of their rights and entitlements in the criminal justice system as outlined in the Victims Code and the Witness Charter, including their rights to have decisions reviewed, make complaints or provide feedback to CJS agencies;
4. Advocate for black women within the criminal justice system, including when there has been a breach 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. Provide information and support in relation to Criminal Injuries Compensation and refer to specialist agencies as required; and
6. 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. Deliver awareness raising, service promotion and / or training to external agencies as required;
3. Engage with regional ISVA colleagues and specialist agencies to share learning and best practice on supporting black women who have experienced sexual violence.
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 and abuse.

### **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.

#### **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

## Black Women’s Independent Sexual Violence Advocate - Person Specification

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

	Commitment to challenging social attitudes and structures which result in the prevalence of violence against women and girls (essential)
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