

## **Role Definition**

**Line Manager:** ISVA Lead Practitioner

**Staff Responsibilities:** Not applicable

**Purpose:** To ensure that the voice of sexual violence victims is heard by providing an assertive advocacy and support service to individual victims seeking reparation through the criminal justice system.

### **Key Responsibilities:**

1. To develop and maintain personalised cope and recovery plans and co-ordinate support for victims in accordance with the Victims Code of Practice and their personal situation, circumstances and needs.
2. To provide a pro-active and responsive point of contact that meets the known information requirements of sexual violence victims involved with the CJ system including those which relate to the progress of their case, the criminal justice processes they will experience at each stage and the support available to them.
3. To remain alert to other support and information needs of sexual violence victims involved with the criminal justice system and work with key agencies, such as Northumbria Police, the CPS, HMCTS and voluntary witness care services, to ensure that such needs are met fully and appropriately
4. To ensure that sexual violence victims are made aware of their entitlements including their right to special measures, to make a Victim Personal Statement and to request a review if their case has been discontinued or subject to changes in charging.
5. To proactively work with and advocate for sexual violence victims wherever criminal justice agencies appear to be taking decisions or acting in ways that may significantly impact on their case, entitlements or personal wellbeing
6. To ensure that sexual violence victims are actively referred to local specialist services that can meet their wider support needs (including those relating to their physical, psychological and/or social wellbeing) and to proactively identify any gaps in service provision that may need to be addressed in the future.
7. To maintain an ongoing record of contact, information received and action taken to ensure effective case management and supervision and to support the collection of accurate monitoring data
8. To develop personal service exit plans and assess the key outcomes of the service to ensure victim satisfaction and the continuous improvement of the service.
9. To monitor and report on wider issues and developments – such as changes to court listing systems or developments in defence practices - that appear to be having a negative impact on sexual violence victims as a key group of vulnerable witnesses.

*The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.*

**Secondments will be considered from Criminal Justice Partners and other Voluntary sector organisations.**