

## Personal Specification

### ISVA Coordinator

E = Essential, D = Desirable for applicant to meet relevant standard

| CRITERIA         | STANDARD                                                                                                                                                        | E/D | MEASURED BY                  |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------|
| Work Experience: | Experience working directly with clients within mental health, well-being, advocacy, domestic abuse, sexual violence or other trauma-informed support services. | E   | Application form/Interview   |
|                  | Experience of working collaboratively within multidisciplinary or multi-agency environments.                                                                    | E   | Application form/Interview   |
|                  | Experience in undertaking client assessments and determining appropriate support pathways                                                                       | E   | Application form/Interview   |
|                  | Experience of independently managing an active client caseload or coordinating ongoing client support                                                           | E   | Application form/Interview   |
|                  | Experience of providing direct emotional support to individuals experiencing distress, trauma or abuse                                                          | E   | Application form/Interview   |
| Qualification:   | Good standard of education (Level 4) or equivalent experience                                                                                                   | D   | Application form             |
|                  | Relevant qualification in social care, health care, community work or education                                                                                 | D   | Application form             |
|                  | Mental Health First aid, ASIST or other relevant wellbeing or safeguarding training.                                                                            | D   | Application form             |
|                  | Good standard of English and Mathematics                                                                                                                        | E   | Application form             |
|                  | To have completed training in supporting survivors of sexual violence                                                                                           | D   | Application form             |
| Knowledge:       | Sound understanding of trauma-informed practice and its application when working directly with clients.                                                         | E   | Application Form / Interview |

|           |                                                                                                                                                           |   |                              |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|
|           | Knowledge of safeguarding legislation, risk management and professional boundaries.                                                                       | E | Application Form / Interview |
|           | Understanding of support service processes and referral pathways.                                                                                         | D | Application Form / Interview |
|           | Understanding of equality, diversity, inclusivity in person-centred practice.                                                                             | E | Application Form / Interview |
|           | Knowledge of confidentiality, GDPR and information governance requirements.                                                                               | E | Application Form / Interview |
|           | Knowledge of current developments in the criminal justice system.                                                                                         | D | Application Form / Interview |
| Skills:   | Excellent assessment, communication and interpersonal skills                                                                                              | E | Application form/Interview   |
|           | Ability to build trusting professional relationships with individuals experiencing trauma                                                                 | E | Application form/Interview   |
|           | Ability to assess need, exercise professional judgement and make appropriate decisions regarding support pathways                                         | E | Application form/Interview   |
|           | Ability to identify changing levels of risk and respond appropriately                                                                                     | E | Application form/Interview   |
|           | Strong organisational skills with the ability to manage competing priorities and a varied workload                                                        | E | Application form/Interview   |
|           | Excellent verbal and non-verbal communication skills                                                                                                      | E | Application form/Interview   |
|           | Ability to work independently while contributing effectively within a multidisciplinary team                                                              | E | Application form/Interview   |
|           | Excellent IT skills, particularly client databases and case management systems, including report building, data management, audit and quality management. | E | Application form/Interview   |
| Attitude: | Commitment to working within all RSACC policies and procedures                                                                                            | E | Application form/Interview   |
|           | Commitment to trauma-informed, person-centred practice                                                                                                    | E | Application form/Interview   |

|  |                                                                                                                              |   |                            |
|--|------------------------------------------------------------------------------------------------------------------------------|---|----------------------------|
|  | Commitment to equality, diversity and inclusion                                                                              | E | Application form/Interview |
|  | Ongoing commitment to own wellbeing and self-care.                                                                           | E | Application form/Interview |
|  | Demonstrate commitment to ongoing personal and professional development and able to acknowledge and state own learning needs | E | Application form/Interview |