

# Job Description

**Job title:** Sexual Violence and Domestic Abuse Lead

**Reports to:** Health and Counselling Manager

**Department/School:** Student Operations and Support

**Grade:** 6

## Purpose of the role:

The Sexual Violence and Domestic Abuse Lead will play a key role in furthering the University’s #NeverOK Pledge and approach to tackling sexual violence, domestic abuse and other forms of harassment, abuse and discrimination. The postholder will work within the Student Wellbeing Team, with a University-wide remit for this area of work. They will work closely with the Student Experience and Equalities Manager in overseeing the Disclosure Response Service and developing the existing Student Online Disclosure Tool, which receives in the region of 150-200 disclosures per year.

The Sexual Violence and Domestic Abuse Lead will lead on complex case management. This will include support, liaison, advocacy and providing specialist information, advice, and guidance to students. They will hold a caseload and lead on sexual violence and domestic abuse disclosures, risk assessment, and developing safety plans to include academic, housing, and financial implications. This role will complement our existing multi-disciplinary support teams and help students to navigate internal and external support pathways and processes. The postholder will also develop and deliver training and workshops to wider staff and student groups.

## Main areas of responsibility:

**Case Management**

* Assist the Student Experience and Equalities Manager in the management of the Online Disclosure Tool and Disclosure Response Service.
* Lead the management of complex disclosures acting as a single point of contact.
* Assess safety / safeguarding risks to all parties involved and escalate as appropriate.
* Provide tailored, trauma-informed support to students affected by sexual violence and/or domestic abuse.
* Empower students to make informed choices around reporting, accessing support, and their wider university experience.
* Establish and maintain appropriate professional boundaries at all times.
* Provide guidance on confidentiality, including the circumstances in which information may need to be shared with third parties.
* Keep accurate and factual case records in accordance with UK GDPR.

**Training and Development**

* Contribute to the development of the University’s #NeverOK Pledge and explore opportunities to enhance processes and implement new initiatives.
* Play a key part in ensuring the University’s compliance with the new OfS Condition of Registration E6: Harassment and Sexual Misconduct.
* Review and make recommendations to improve service standards and delivery.
* Work with the Student Experience and Equalities Manager to design, deliver, and evaluate resources, training, and workshops.
* Provide specialist advice to staff on individual cases, prioritising student safety.
* Build effective working relationships with, and become the main point of contact for, external partners including statutory and voluntary services.
* Keep up to date with relevant legislation and good practice relating to all aspects of the role to ensure that all advice provided is accurate and appropriate.
* Keep up to date with professional development and represent the university at relevant internal and external case conferences, forums, workshops, seminars.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Up-to-date knowledge and understanding of matters relating to sexual violence, domestic abuse and all forms of harassment, violence, discrimination and abuse. **A, I**
* Up-to-date knowledge and understanding of relevant legislation, codes of practice and national agendas in this area of work within higher education. **A, I**
* Excellent communication and interpersonal skills including the use of empathy and sensitivity in complex and distressing situations. I
* Solid understanding of power and control dynamics, especially within a Higher Education setting or similar environment. **A,** **I**
* Confident in influencing and collaborating with staff and external practitioners. **I**
* Ability to work autonomously and as part of a team. **I**
* Ability to be organised, calm, and efficient in a pressurised environment. **A, I**
* Ability to maintain personal and professional boundaries. **I**
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| **Qualifications** |
| * Honours degree or equivalent experience in the field of tackling and responding to disclosures of sexual violence and domestic abuse. **A**
* Accredited or willing to train for an appropriate qualification in the field (e.g. Independent Sexual Violence Adviser or Sexual Violence Liaison Officer). **I**
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| **Experience** |
| * Experience of offering advice, guidance and (trauma-informed) support to those who have experienced incidents of sexual violence and domestic abuse. **A, I**
* Experience of risk assessment and management in the context of sexual violence and domestic abuse. **A, I**
* Experience of managing and prioritising multiple cases with minimum supervision **A, I**
* Experience of liaising with internal and external stakeholders. **A, I**
* Experience of recording personal and sensitive data and maintaining case records to a high professional standard. **A, I**
* Experience of developing and delivering training/workshops. **A, I**
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| **Physical demands and/or other requirements** |
| * Ability to work across the university campus sites, and travel where required to attend meetings. **I**
* Willing to meet students both online and face to face. **I**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

## DBS (Disclosure & Barring Service)

The nature of this role will mean that a DBS check will be required (to be included only if the role requires a DBS check. Further information can be found here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. It will be stated on the recruitment advert if the post requires a DBS check.

Date: **April 2025**