



JOB DESCRIPTION	
Job Title	Sexual Violence Prevention and Response Manager
Department	Student Services
Grade	E
Location	Guildhall School of Music & Drama
Responsible to	Head of Student Services
Responsible for	Sexual Violence Liaison Officers (SVLOs)

Purpose of Post

The Sexual Violence Prevention and Response Manager will be an integral member of Student Services and senior manager responsible for leading and managing the School's sexual violence and harassment prevention and response service. This will include managing a group of Sexual Violence Liaison Officers (SVLOs) to ensure students receive a confidential, responsive, and reliable service providing trauma-informed, individualised, and impartial support for all matters relating to Sexual misconduct, violence and harassment.

The role holder will be responsible for supporting and delivering various relevant aspects of the School's ongoing compliance measures for Condition E6 from the Office for Students (OfS). This will include delivering, monitoring, evaluating, reporting, and analysing the effectiveness of the School's prevention and response measures, including training for students and staff.

The role holder will play a fundamental role in shaping the School's response to Sexual Misconduct, Violence and Harassment by leading and managing staff and resource involved in the provision of specialist, impartial advice, and practical support to students who have experienced any form of sexual misconduct, violence and/or harassment. This will include a considerable role in shaping policy, best practice, and guidance.

Main Duties & Responsibilities

1. To lead on and determine the shape of service delivery across the School in compliance with Condition E6, supporting organisational management and planning across the School's various learning and teaching environments. This will include leading on prevention education and determining suitable and sufficient policies and processes to provide response services relating to sexual misconduct, violence and harassment.
2. To lead people and process for triaging initial enquiries and ensuring seamless referral on to further specialist support for students and staff, including receiving disclosures from students, risk assessment, and advising staff supporting students, monitoring the progress of support measures and evaluating impact.
3. To liaise with relevant School staff, within the Student Services and other teams, as well as with external stakeholders (e.g. GPs, community mental health workers, SARCs), and managing the SVLO role holders at the School leading the direct support they provide to students.
4. To provide specialist advice, and practical support, interpreting and guiding students and staff on policy and process where there are experiences of sexual misconduct, violence and harassment.
5. To provide clear and impartial guidance to students and staff on reporting measures, working in close collaboration with relevant staff in departments and services, such as those managing student casework, Safeguarding, and academic departments.
6. To report and refer to appropriate senior staff, such as the Dean of Students, Vice-Principals, Directors, and Head of Departments and Services, where there are concerns relating to significant or potential risk of harm to a student(s) or others, including safeguarding concerns, where there are issues relating to the duty of care of the student or others which require escalation.
7. To create, curate, and deliver training for students and staff, individually and collaboratively, to ensure effectiveness and impact in the School's compliance measures for Condition E6. This will include but not be limited to 'Consent' and 'Bystander Awareness', and handling disclosures for sexual misconduct, violence and harassment for students and staff.
8. To determine the School's strategy for campaigns and activities to enhance student and staff awareness of sexual violence and/or harassment prevention and response measures, including activities to promote a campus culture of dignity and respect. This will include campaigns and activities, and monitoring, evaluation, reporting, and analysis of effectiveness and impact.
9. Design, deliver, and ensure the continual evaluation and enhancement of processes, including the collection and evaluation of data, on incidents of sexual misconduct, violence and harassment, coordinating with student casework staff, Safeguarding, and Dignity, Equity, and Inclusion (DEI) staff, among others, to deliver analysis of impact for various relevant governance committees such as School Executive Committee (SEC) and Board of Governors.

10. Collaborate with the executive and senior managers across the School to monitor the effectiveness of policies and procedures relating to prevention and response measures for sexual misconduct, violence and harassment, including the relevant student disciplinary regulations.
11. To regularly report and advise School Executive Committee (SEC) and Board of Governors on keeping pace with necessary processes and practices and broader local, regional, and national best practice within the sector on prevention and response to sexual misconduct, violence and harassment.
12. To participate in relevant institutional committees and working groups and contribute to the development of service policies, protocols, and guidelines
13. To represent Student Services and the School effectively to staff, students, and visitors, by participating in a range of activities at internal and external events.
14. To develop the skills, knowledge and behaviours to ensure the effective delivery and enhancement of Student Services, participating fully and positively in staff development opportunities.
15. To implement quality assurance and enhancement measures to improve operational effectiveness, producing reports, records and statistics as required.
16. To ensure compliance with all relevant legislation and take responsibility for understanding and implementing School and Student Services policies and procedures including those governing Health and Safety, Equal Opportunities, Safeguarding, Confidentiality, Data Protection, Freedom of Information and Disability, within the remit of the post.
17. To undertake any similar duties at this level required by the Head of Student Services, commensurate with the position.



Person Specification	
Job Title	Sexual Violence Prevention and Response Manager
Department	Head of Student Services
Grade & Level	Grade: Level:
Trent Position Number	

Please find below the key skills and core behaviours required to undertake this post.

(A = application, T = Interview Test, I = Interview)

Essential

Qualifications

- Educated to degree level or with equivalent professional experience. (A,I)

Experience, Skills, and Abilities

- Extensive demonstrable experience and understanding of the issues relating to sexual violence and harassment and its impact. (A,I,T)
- Demonstrable knowledge and understanding of sexual exploitation, including common risk factors and effective risk assessment. (A,I,T)
- Experience of delivering credible, specialised training to different audiences on the prevention, reporting, and supporting victims and survivors of sexual violence and/or harassment. (A,I)
- Experience of responding to disclosures of sexual violence and harassment. (A,I)
- Experience of creating, monitoring, and analysing the effectiveness of prevention and response training, policies, and procedures. (A,I)
- Extensive and demonstrable knowledge and understanding of current legislation, policy, and strategy relating to education, young people and adults in the context of prevention, response, reporting, and supporting victims and survivors of sexual violence and/or harassment. (A,I,T)
- Demonstrable ability to assess and evaluate a range of different information before appropriately determining and triaging individual guidance and support while concurrently identify, evaluating, and managing risk. (A,I,T)

- Demonstrable ability to delegate and coordinate the work of others, including advocating and influencing prioritisation for individuals who may not be within direct line-management oversight. (A,I,T)
- Experience collecting and analysing information and data from a range of sources to evaluate effectiveness and impact, providing management information reporting and executive-level analysis. (A,I)
- Demonstrable ability to connect with and build collaborative relationships with staff from different backgrounds and areas of specialisms, advocating and influencing for the values and priorities of prevention and response to sexual violence and/or harassment. (A,I,T)
- Strong interpersonal skills with the ability to engage students, a sound understanding of the impact of sexual/domestic violence and knowledge of the evidence-based strategies to support individuals. (A,I)
- The ability to work autonomously to deliver specialist support for the School, whilst working closely within the broader Student Experience Directorate. (A,I)

Desirable

- Experience working with victims and survivors in a Sexual Assurance Referral Centre (SARC). (A,I)
- Experience of leading prevention and response support to victims and survivors of sexual violence and harassment in a higher education environment. (A,I)
- Accredited Independent Sexual Violence Advisers (ISVA) qualification. (A,I)

In the event of a large number of applicants, the selection for interview will be based on those applications that demonstrate the applicant meets the desirable skills, knowledge and experience in addition to the essential.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £47,620 – £53,310, per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on permanent basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.