

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	University Centre Leeds and Leeds Conservatoire
Core Job Role:	n/a
Job Title:	Sexual Violence Liaison Officer
Reports to:	Head of Student Support and Wellbeing
Grade	D
Date of compilation:	21/06/24

ROLE SUMMARY:

This role will manage a caseload of students, at Leeds Conservatoire and University Centre Leeds, where there is a harassment and/or sexual violence or misconduct concern, working closely with internal and external partners and recording all work on relevant systems.

This will include providing specialist advice and support to students and staff including awareness raising campaigns, approaches to support and complaints handling, and Designated Safeguarding Officer (DSO) duties.

SPECIFIC ROLE RESPONSIBILITIES:

1. Manage a caseload of students, from the point of reporting to final resolution, in cases of harassment, sexual violence and/or misconduct;
2. Be the primary contact with students and staff who report cases of harassments and sexual violence/misconduct to Leeds Conservatoire and/or University Centre Leeds;
3. Lead on and be a specialist in cases around sexual violence, domestic violence, and stalking, supporting the reporting party to make informed choices;
4. Manage risk and needs of the supported student(s);
5. Take on cases, when required in other areas of reporting including bullying and harassment, racism and hate crime;
6. Be responsible for ensuring compliance in casework records and appropriately flagging issues/trends of concerns;
7. Work with other departments and teams across the institution and Luminate Education Group to manage and coordinate cases that have been assigned to you;

8. Develop and maintain effective relationships with specialised external agencies, including the police, acting as a point of contact;
9. Assist with the analysis of data and reporting to senior and executive leadership teams within the Group;
10. Lead on relevant campaigns, such as induction activities, online training modules, and raising awareness activities, that are rooted in evidence and with a view of reducing cases;
11. Lead on staff training relating to harassment and sexual violence/misconduct, including staff induction, staff developments days in college and throughout the year as required
12. Assist in the development and promotion of policies, processes and procedures;
13. Represent Leeds Conservatoire, University Centre Leeds, and Luminate Education Group on relevant internal and external committees and groups as appropriate;
14. Advocate and offer advice on issues of equality, diversity, and inclusion as appropriate;
15. Provide specialist advice, support and training to any pastoral, academic, or support staff in assessing and dealing with harassment and sexual violence/misconduct concerns;
16. Take on the role of Designated Safeguarding Officer at Leeds Conservatoire and University Centre Leeds, ensuring maintainence and accuracy of the safeguarding case notes;
17. Provide formal and ad hoc safeguarding supervision to Designated Safeguarding Officers;
18. Deputise for the Deputy Designated Safeguarding Lead as required;
19. Risk assessment of applicants with declared unspent criminal convictions.
20. Plan, facilitate and sometime chair campus/academic safeguarding meetings including recording key points;
21. Work with relevant teams to design and produce resources for tutorial and individual support relevant to students at different stages and phases of learning;
22. Monitor and review support for vulnerable students providing expertise and information as required;
23. Work with registry, support and academic teams to put in place support plans and risk assessments;
24. Advise on effective transition arrangements for vulnerable students;
25. Participate in regular supervision as a part of case management and review processes;
26. Regularly review, monitor and evaluate the effectiveness of the service in order to continuously develop in innovative ways;
27. Assist in the production of evidence for internal and external auditors and as part of other review and accreditation activities, for example charter awards.

CORE RESPONSIBILITIES:

1. Attend and contribute to team meetings, planning days and other departmental staff events.
2. Liaise with external agencies as required.
3. Represent higher education on relevant cross-group committees/forums.
4. Engage in policy development and review activities.
5. Develop and maintain offline and online information and communication.
6. Participate in relevant student activities and enrolment, which will involve occasional weekend and evening work.
7. Work flexibly as a member of the Student Support Team and Quality and Standards Directorate.
8. Attend and contribute to team meetings and staff development activities, sharing information and best practice.

9. Provide information and data to enable timely reports to be collated. |

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Sexual Violence Liaison Officer
Department	HE Quality and Standards

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Degree or equivalent level qualification	A
E	Q2. Level 2 Safeguarding Qualification	A
E	Q3. English and Maths at Level 2	A
E	Q4. A recognised qualification in at least one area relating to safeguarding to a minimum of level 3 or equivalent, or substantial equivalent experience	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent experience working as a Sexual Violence Liaison Officer and/or designated safeguarding officer	A / I
E	EK2. Up to date knowledge and experience of a range of safeguarding issues	A / I

E	EK3. Experience of working with a range of partners and referring into their services	A / I
D	EK4. Experience of supporting academic teams	A / I
D	EK5. Experience of working with vulnerable groups in an educational setting	A / I
D	EK6. A comprehensive awareness of Prevent	A / I
D	EK7. Knowledge of impact evaluation and demonstrate its contribution to service improvement	A / I
D	EK8. Experience of providing safeguarding supervision to staff	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1.Excellent interpersonal skills which can be adapted to meet the needs of students, colleagues and other partners.	A / I
E	SC2. Demonstrate high levels of emotional resilience	A / I
E	SC3. Able to stay calm and work under pressure.	A / I
E	SC4. Able to be adaptable to the needs of staff and students	A / I
E	SC5.Be a good listener who is non-judgemental.	A / I
E	SC6.Able to work well both as a member of a team and using own initiative.	A / I
E	SC7. Good IT skills to maintain accurate and objective record keeping.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I

E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I