**Rape and Sexual Abuse Service Highland (RASASH)**

**Job Description: Support & Development Worker**

**Job Title**: Support & Development Worker

**Salary**: £ 27,714 FTE

**Hours:** Part Time (28 hpw/21hpw)

**Length of Appointment:** Permanent (subject to continued funding)

**Holiday entitlement**: Pro Rata of FTE of 30 days annual leave & 12 days public holiday (4 fixed and 8 floating)

**Pension Entitlement**: An employer’s contribution of 6% is payable after successful completion of a 3 month probationary period.​

**Responsible to**: RASASH Manager

**Based:** RASASH Premises in Inverness

**Support and supervision**
External supervision provided.
Internal supervision provided.

**Principal duties**

**Direct Support Work**

To deliver face to face support, information and/or crisis advocacy for survivors of sexual violence or abuse, aged 13+, including those who have complex needs.
To develop & support group work programmes for survivors if appropriate.
To provide email, telephone and Skype support for survivors aged 13+.
To work on a community outreach basis as necessary, including visits to other settings across Highland.
To record all information pertaining to RASASH’s support services accurately and appropriately in line with RASASH's support service information recording and Data Protection systems.

**Volunteer Support and Supervision**
Manage & Support Inverness based support volunteers.
Provide regular individual & group supervision to support volunteers.

Deliver RASASH training programme to volunteers

**Multi-agency working**
Participate in the development and delivery of VAWP training programmes.
Work with others to facilitate delivery of Local and National campaigns challenging VAW and gender inequalities.
Deliver awareness raising/ training events across Highland to increase understanding of the impact of sexual violence and the links with gender inequality.
Engage in and promote multi-agency and partnership working with a comprehensive range of agencies and organisations.

**Service Standards and Service Development**
Support the implementation of  RCS National Service Standards and RASASH Service Standards.
Regular liaison with the Manager to assess current provision, identify gaps and develop service provision to more effectively meet the needs of survivors.

**Equalities**
To ensure that the development and delivery of support and advocacy recognises the additional barriers and inequalities faced by survivors of sexual violence from marginalised groups and communities and strives to promote at all times inclusive and anti-discriminatory practice across all aspects of the service.
To work in accordance with RASASH policy on Equal Opportunities.
To facilitate the development and implementation of all inclusive policies.

**Monitoring and evaluation**
To record and analyse data in line with Rape Crisis Scotland’s National Database monitoring and evaluation system.
To consult with service users in line with organisational procedures.
To implement relevant monitoring and evaluation systems which capture both quantitative and qualitative information from all aspects of the support service.
To analyse monitoring and evaluation information to inform future service delivery.

**Accountability and supervision**
To attend & participate in individual & group supervision, team meetings and practice development meetings.

To keep practice knowledge & learning up to date
To attend ongoing training as required.
To contribute positively to the overall work and aims of RASASH.
Contribute to the development of and adhere to RASASH policies, processes and procedures.

**Team working and communication**
To work as part of a team.
To provide support line cover during office hours in conjunction with other members of the team
 To facilitate development/delivery of volunteer/staff training.

**Other**
To ensure that all activities comply with current legislation (including child protection, adult support and protection and health and safety) and with organisational policies and procedures.

Flexibility in working hours, including some evening & weekend work.

Travel across Highland and occasionally to central belt.

Any other duties as required.

**This job description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks.**