5th November 2018

Dear Applicant,

**Vacancy: Sexual Violence Support Worker**

Thank you very much for your interest in working with Fife Rape and Sexual Assault Centre

I am enclosing:

* FRASAC Background Info
* FRASAC Ethos Statement
* Job description
* Person specification
* Application form
* Equal opportunities monitoring

Further information about our organisation’s work is available on our website

Please note that the deadline for completed applications is **12 noon on** **Thursday 22nd November 2018**. Interviews will be held on **Thursday 29th November 2018.** Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted on **Friday 23rd November 2018.**

This post will be offered subject to a satisfactory PVG.

Please note that we do not accept CVs. The full application form should be completed and emailed to [**jan.swan@frasac.org.uk**](mailto:jan.swan@frasac.org.uk). The completed equal opportunities monitoring form should be returned separately by post to:

**FRASAC**

**38/40 High Street**

**KIRKCALDY**

**Fife**

**KY1 1LU**

We look forward to receiving your application, in the meantime, if you have any queries please contact Jan Swan on 01592 642336.

Best wishes,

Jan Swan

Centre Manager

**Background Information FRASAC**

FRASAC is a Fife Wide independent charitable organisation providing free confidential, counselling, support and advocacy to anyone affected by rape and sexual assault at some time in their lives. FRASAC also provides Prevention work within schools and other community groups that work with young people under the age of 25 years.

Fife Rape and Sexual Assault Centre were established in 2000 providing telephone support. In 2003 we developed further and were in a position to start providing face to face support services.

The project was created through a service gap being identified and in 2003 and funding was secured through Fife Council to employ a development worker. In 2004 we were awarded further funding from Scottish Executive (Rape Crisis Specific Funds) which allowed us to employ a full time support worker. This led to the expansion of one to one services.

With the continued funding from Scottish Executive and Fife Council FRASAC staff structure developed and by the end of 2005 we had a full time Centre Manager- with responsibility for the development and monitoring of services, training, campaigning, networking and direct service delivery. We also had a full time dedicated support worker, providing a variety of direct support to service users.

Violence against Women's funding in 2006 allowed us to expand further with the introduction of a Young Person's Project for people aged between 12 and 25 years of age. Due to increased funding in 2008 we were in a position to further expand the young person's project.

Continued support from Scottish Government and Fife Council has allowed FRASAC to continue delivering quality support services to survivors of Rape and Sexual Assault in Fife and in 2012 FRASAC were in a position to start offering service users counselling by qualified staff and counselling trainees.

In 2013 Rape Crisis Scotland applied for funding through Third Sector Early Intervention Fund to provide Prevention Worker posts throughout Scotland. This has allowed us to deliver prevention work to young people within Fife.

Rape Crisis also secured funding from the Justice Fund in 2015 which allowed us to employ a full time support and advocacy worker.

FRASAC are regularly involved in the delivery of training to other agencies and also raise awareness within the community on the issues and impact of sexual violence. FRASAC are currently a member of Rape Crisis Scotland and have achieved the Rape Crisis Scotland National Service Standards.

**FRASAC Principals and Ethos Statement**

Rape Crisis Centres emerged from the women’s movement in the 1970s and a new, feminist analysis of sexual violence. Feminist analysis recognises that rape, incest and child abuse are all acts of violence, involving abuse of power and control.

The analysis of power lies at the core of a FRASAC response to all forms of sexual violence. We recognise the abuse of power by the perpetrator, and the experience of complete loss of power by the victim.

We recognise sexual violence as a violation of human rights and we work from the conviction that women and girls, men and boys, have the right to live free of sexual violence and the threat of sexual violence.

We strive for the creation of a society that accepts responsibility for the eradication of all forms of sexual violence. We seek to bring about social change which will end all forms of sexual violence.

The Values and Beliefs which inform our work include

· Belief that by drawing on the experience, wisdom and power of survivors of sexual violence we can make a difference.

· Commitment to building learning organisations that promote collective and democratic structures and working relationships which model positive, accountable uses of power.

· Understanding that sexual violence is under-pinned and sustained by inequalities including gender inequality.

· Commitment to striving for real and profound change, towards a society that embodies respect for human dignity and which challenges discrimination and inequalities.

**JOB DESCRIPTION**

**Job Title:** Sexual ViolenceSupport Worker

**Responsible to:** Centre Manager

**Commencing Salary:** £13651.50

**Hours of Work:** 18hrs per week, with some evening and weekend work.

Time off in lieu will be granted for any overtime worked.

**Location:** Based in Kirkcaldy but will be required to work across the whole of Fife.

You will require having the use of a car for work purposes and travel expenses will be reimbursed.

**Leave Entitlement:** Twenty-Five days’ annual leave and 12 public holidays pro rata. If you work less than 36 full time hours, your entitlement to annual leave will be calculated on a proportionate basis.

**Main Functions**

1. To provide one to one counselling & support services to survivors of sexual violence.

1. To offer support to their families and carers.

1. To provide advocacy and information on a needs led basis.

1. To develop and facilitate group work in response to client need and request.

1. To promote and publicise the service to existing and potential referring agencies in Fife.

1. To develop information materials if and when required.

1. To establish and maintain effective liaison with appropriate voluntary and statutory agencies.

1. To assist in developing and maintaining appropriate community based outreach resources in order to widen

access to the service.

1. To assist in the recruitment, training and supervision of volunteers / Students involved in support

work.

1. To ensure clear, accurate and confidential records relevant to the work of the post are kept.

1. To produce regular reports on activities as required.

**Other Responsibilities**

1. Safekeeping of confidential information at all times.

1. Adhering to all FRASAC’s policies and procedures.

1. Adhering to the procedures in force regarding health & safety and security at all premises used in connection with the fulfilment of the duties of the post.

**Induction**

A comprehensive induction will be provided by FRASAC. Induction training will also be provided on FRASAC’s policies and procedures.

**Supervision**

Regular monthly Line management supervision and monthly external supervision will be provided.

# Person Specification: Sexual Violence Support Worker

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | A feminist analysis of sexual violence.  Understanding of the impact of rape and sexual abuse. | Some knowledge of Scottish legislation, policy and government strategy in relation to rape and sexual violence. |
| **Experience** | Experience of providing 1-1 emotional support, practical support, advocacy, crisis support.  Experience of working with Trauma. | Experience of working with people affected by rape or sexual abuse  Experience of multi-agency working. |
| **Skills & Abilities** | Ability to work within stressful/high pressure situations.  Ability to work autonomously while mindful of accountability.  Ability to work as part of a supportive team.  Excellent organisational skills.  Excellent communication and negotiation skills.  Skilled in use of IT e.g. for case notes, email, internet searches.  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies. | Monitoring, data analysis and evaluation skills |
| **Qualifications** | Diploma in Therapeutic Counselling | Rape Crisis Scotland, Violence Against Women or Gender Based Violence training. |
| **Other** | Commitment to equality & diversity and anti-discriminatory practice.  Ability to work flexibly and to do evening /weekend work as required.  Must have a full driving license and car with business insurance.  Ability to attend work regularly.  Non-judgmental attitude.  Motivated, enthusiastic and a good sense of humour. |  |

**Application to Fife Rape and Sexual Assault Centre**

**For the post of**

**Sexual Violence Support Worker**

**To be returned to:** **Jan Swan Centre Manager**

**By:** **12 noon on Thursday 22nd November 2018**

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| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? yes/no |
| Postcode: | Email address: |

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| **Section 2: Qualifications and training**  **(only enter those qualifications and/or training necessary or relevant to the job)** | | | | | | |
| Qualification and/or training | | | Subject | | Date | |
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| **Section 3: Present employer** | | | | | | | |
| Name & address of employer: | | | | Date commenced employment: | | | |
| Job title: | | | | Notice required: | | Current salary: | |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | | |  | |  | |
| **Section 4: Previous employment (list in order, with most recent employer first)** | | | | | | | |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). | | | | | | | |
| Dates | | Name and address of Employer | | | | | |
| From  DD/MM/YY/ | To  DD/MM/YY |  | | | | | |
| Job title and nature of work | | | | | |
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| Reason for Leaving | | | | | |
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| Dates | | Name and address of Employer | | | | | |
| From  DD/MM/YY/ | To  DD/MM/YY |  | | | | | |
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| Reason for Leaving | | | | | |
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| **Section 5: Relevant skills, experience and abilities** | | |
| With reference to the job description and person specification, please outline how your work experience (including unpaid work) and your skills and abilities would enable to carry out the duties of this post. Please include any information which you feel is relevant. | | |
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| **Section 6: References** | | |
| FRASAC requires a minimum of 2 employment references to cover a three-year period – if necessary, please provide further referees covering the last 3 years. | | |
| **Reference 1: Current / most recent employer** | | |
| Name: | Position: | Tel no: |
| Company name: | Address: | |
| May we, with discretion, contact your employer to discuss this reference:  Yes/no | | |
| **Reference 2: Previous employer / supervisor** | | |
| Name: | Position: | Tel no: |
| Company name: | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes/no | | |
| **Reference 3: Previous employer / supervisor** | | |
| Name: | Position: | Tel no: |
| Company name: | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: Yes / No | | |

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| **Section 7: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.  Signature:  Date: |

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| **Section 8: Policy on the Recruitment of Ex-Offenders** |

**Fife Rape and Sexual Assault Centre (FRASAC)**

**Policy on the Recruitment of Ex-offenders and secure handling etc. of Disclosures**

This document does not form part of your contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that organisational needs are met. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

**Aim of Policy**

The aim of this policy is to state FRASAC’s approach towards employing people who have criminal convictions and to ensure consistent and fair practices are implemented in the recruitment of staff and volunteers who have a criminal record to paid/unpaid posts within FRASAC. The policy also sets out our approach to dealing with confidential disclosure information.

FRASAC is committed to equality of opportunity for all job applicants and aims to select people for employment on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. FRASAC will therefore consider ex-offenders for employment on their individual merits. Our approach towards employing ex-offenders differs; however, depending on whether or not the job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Please also refer to page 2 for further information).

Having a criminal record will not necessarily debar an individual from working with FRASAC. This will depend on the nature of the position, together with the circumstances and background of the offence(s).

FRASAC will ensure that all of our staff involved in the recruitment process are aware of this policy.

**Advertising, Application pack & Interview procedures:**

All applications forms, job adverts, careers literature, web-site and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position at FRASAC. Please refer to the Disclosure Scotland section within the policy for further information.

At interview or in a later separate discussion, FRASAC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

When receiving a Disclosure which shows a conviction, FRASAC will take into consideration:

* Whether the conviction is relevant to the position being offered.
* The seriousness of the offence revealed.
* The nature of the offence revealed. Specifically, if a sexual offence is revealed.

FRASAC will contact Disclosure Scotland for further information on the Act under which the offence has been committed. If the offence falls under the Civic Government (Scotland) Act (Section 46) and therefore relates to soliciting, FRASAC will not discriminate against an applicant on these grounds.

* The length of time since the offence took place
* Whether the applicant has a pattern of offending behaviour
* Whether the applicant’s circumstances have changes since offending took place

**Jobs covered by the Rehabilitation of Offenders Act 1974**

FRASAC will not automatically refuse an individual employment because they have a previous criminal conviction.

During job interviews, FRASAC will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied the selection panel will review the individual circumstances of the case. Depending on the circumstances of the convictions, the interview panel may, at its discretion, decline to select the individual for employment.

If an employee is charged with, or found guilty of a criminal offence during the course of their employment with FRASAC, they will be required to immediately inform their Line Manager. FRASAC will review the circumstances of the case the employee’s contract of employment with FRASAC may be terminated in line with the appropriate procedures. (Please refer to the Disciplinary Policy).

In addition, if FRASAC have investigated and concluded that an employee may have behaved in a harmful way towards a person or persons in a vulnerable group, FRASAC will be obliged to report this to Disclosure Scotland.

**Jobs that are exempt from the Rehabilitation of Offenders Act 1974**

If the vacancy is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, FRASAC will require the applicant to disclose all convictions, whether spent or unspent unless the conviction is classed as ‘Protected’ (i.e. minor historical convictions). Even in these circumstances, however, FRASAC will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

A full list of convictions that must be disclosed and convictions that should be disclosed subject to rules is available on the Disclosure Scotland website: www.disclosurescotland.co.uk.

Furthermore, if the job is exempt, FRASAC will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The preferred applicant will be required to be a member of the Protecting Vulnerable Groups (PVG) Scheme.

If the successful candidate is already a member of the PVG Scheme, FRASAC will request a ‘Scheme Record update’ to check their membership and vetting issues after a conditional offer of employment has been made. If the successful candidate is not a member of the PVG Scheme, a conditional offer of employment will be made dependent on them becoming a member of the scheme and having a satisfactory scheme record.

**Disclosure Scotland Check (PVG Scheme):**

FRASAC complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997 (“the 1997 Act”), for the purposes of assessing applicants' suitability for employment purposes & voluntary positions.

FRASAC also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the secure handling, use, storage, retention and disposal of Disclosure information.  This policy is available to anyone who wishes to see it on request.

FRASAC will undertake to discuss any matter revealed in a Disclosure with the candidate of that Disclosure before considering withdrawing a conditional offer of employment. Note that FRASAC is only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

FRASAC will use Disclosure information only for the purpose for which it has been provided, and we will ensure that it is not used or disclosed in a manner or for a purpose incompatible with that purpose.

FRASAC will hold and process personal data only with the express consent of the individual.

FRASAC will notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the data controller, the purpose for the processing, and any further relevant information.

**Data Protection**

FRASAC also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This policy is available on request.

**Storage and Access**

Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely, in lockable, filing cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling**

In accordance with section 124 of Police Act 1997 and other related law, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

**Retention**

FRASAC do not keep Disclosures or Disclosure information for any longer than is required after the recruitment (or any other relevant) decision has been taken. In general, this is no longer than 90 days. This is to allow the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances which justify longer retention FRASAC will consult with Disclosure Scotland about this. The same conditions relating to secure storage and access will apply during any such period.

FRASAC will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by shredding. FRASAC will ensure that Disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack).

**Useful links:**

* Disclosure Scotland Code of Practice: <http://www.disclosurescotland.co.uk/>
* Data Protection Act 1998: <http://www.legislation.gov.uk/ukpga/1998/29/contents>
* Police Act 1997: <http://www.legislation.gov.uk/ukpga/1997/50/contents>

**Related Policies:**

* Recruitment and Selection
* Equal Opportunities
* Confidentiality
* Adult Protection
* Data Protection
* Disciplinary

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| Section 8: FRASAC Equal Opportunities Monitoring Form |

Fife Rape and Sexual Assault Centre (FRASAC) aims to be an inclusive organisation where everyone is treated with respect and dignity and there is equal opportunity for all. To assist us in that aim, we ask applicants to complete and return an equal opportunities monitoring form with their application, to help us check the effectiveness of our recruitment and equality and diversity policies. This information will not form part of your application and will not be seen by the panel shortlisting or interviewing applicants. Completion of the form is voluntary and if you choose not to complete this form, your application will not be affected. You may also send this form in a separate envelope if you wish.

Where did you receive information about this post?

………………………………………………………………………………………………………………..

Please choose one option from each of the sections listed below and then tick the appropriate box.

**Your age**

Year’s Months

**Your sex**

Female (including male to female trans women)

Male (include female to male trans men)

Prefer to use own term (specify if you wish)

Prefer not to say

**Is your gender identity the same as the gender you were originally assigned at birth?**

Yes

No

Prefer not to say

**Your ethnic group (options are listed alphabetically)**

Arab

Asian, Asian British or Asian Scottish: Bangladeshi

Asian, Asian British or Asian Scottish: Chinese

Asian, Asian British or Asian Scottish: Indian

Asian, Asian British or Asian Scottish: Pakistani

Asian, Asian British or Asian Scottish: Other (specify if you wish)

Black, Black British or Black Scottish: African

Black, Black British or Black Scottish: Caribbean

Black, Black British or Black Scottish: Other (specify if you wish)

Mixed: Asian and Black

Mixed: Asian and White

Mixed: Black and White

Mixed: Other, (specify if you wish)

White: British

White: English

White: Gypsy / Traveller

White: Irish

White: Northern Irish

White: Scottish

White: Welsh

White: Other (specify if you wish)

Other ethnic group (specify if you wish)

Prefer to use own term (specify if you wish)

Prefer not to say

**With which religion / belief / faith below do you most identify? (Options as recognised by Interfaith Scotland)**

Baha'i Faith

Brahma Kumaris

Buddhism

Christianity

Hinduism

Islam

Jainism

Judaism

Non-religious (atheist, humanist etc.)

Paganism

Sikhism

Other religion, belief or faith, (specify if you wish)

Prefer to use own term (specify if you wish)

Prefer not to say

**Sexual orientation (options are listed alphabetically)**

Asexual

Bisexual

Gay man

Gay woman / lesbian

Heterosexual

Prefer to use own term (specify if you wish)

Prefer not to say

**Disability**

Do you consider yourself to have a disability, impairment health condition or learning difference?

Yes

No

Unsure

Please describe your disability, impairment or health condition. You may mark one of the boxes below, or use your own words here.

Physical impairment or a condition that affects your mobility such as an impairment

that requires you to use a wheelchair or affects arm movement

Sensory impairment, such as being blind/having a serious visual impairment

or being deaf/having a serious hearing impairment

Mental health condition, such as depression or schizophrenia

Learning difference such as dyslexia

Learning disability or cognitive impairment such as autism or a head-injury

Long-standing illness or health condition such as cancer, HIV, diabetes,

chronic heart disease, or epilepsy

Other, such as disfigurement (please specify)

Prefer not to say

Thank you for completing this monitoring form.

**Please return in a separate envelope to:**

**Jan Swan, Centre Manager, FRASAC, 38/40 High Street, KIRKCALDY, Fife, KY1 1LU**