

Date as Postmark/Email

Dear Applicant,

**Vacancy: Press & Campaigns Officer**

Thank you very much for your interest in working with Rape Crisis in Scotland. I am enclosing:

* Background information
* Job description
* Person specification
* Application form

**Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.**

The deadline for completed applications is **9am on Friday 11th January 2019**. Shortlisted candidates will be informed by the end of 18th January. Due to limited resources, we regret we are unable to provide feedback on applications which are not shortlisted for interview.

Please note that we do not accept CVs. The full application form should be completed and emailed to recruitment@rapecrisisscotland.org.uk. The completed equal opportunities monitoring form should be completed online at <https://www.surveymonkey.co.uk/r/YP7XQFG> .

We look forward to receiving your application. In the meantime, if you have any queries please contact me on 0141 331 4182 or at sandy.brindley@rapecrisisscotland.org.uk. Please note that I will be on annual leave after the 21st December and will return on 7th January.

Yours faithfully,

Sandy Brindley

Chief Executive

**Background information: Press & Campaigns Officer**

**Rape Crisis Scotland** is a registered charity which works to:

* Raise awareness of the extent and nature of sexual violence, challenge myths and prejudicial attitudes towards surviors.
* Support the work of local Rape Crisis centres and develop new services in areas with no or few specialised services for survivors.
* Work in partnership with relevant agencies to improve organisational responses to sexual violnce
* Improve legislation and the criminal justice reponse to sexual violence
* Ensure survivors have access to responsive high quality support through the provision of the National Rape Crisis Helpline and the Scottish Women’s Rights Centre

RCS coordinates the national sexual violence prevention programme reaching young people across Scotland, and runs a number of campaigns to improve public awareness of sexual violence, including:

[www.thisisnotaninvitationtorapeme.co.uk](http://www.thisisnotaninvitationtorapeme.co.uk)

[www.notever.co.uk](http://www.notever.co.uk)

#IjustFroze <https://www.rapecrisisscotland.org.uk/i-just-froze/>

Rape Crisis Scotland is working with the Scottish Government to develop a major national campaign on sexual harassment.

The successful candidate for this post will be instrumental in develeoping and delivering this campaign. This will include working in a participatory way with young people to inform the development of part of the campaign.

This post is funded by the Scottish Government Violence for 12 months.

Job Description

|  |  |
| --- | --- |
| Job Title | Press & Campaigns Officer  |

|  |  |
| --- | --- |
| Terms & Conditions | Salary: PO1.1 £31,411 pro rataHours: 28 hours / weekPension: An employer’s contribution of 8% is providedAnnual leave: 30 days annual leave and 12 days public holidays (pro rata) |

|  |  |
| --- | --- |
| Core Purpose of Job | The Press & Campaigns Officer will be the lead for RCS on developing and delivering messaging that reflects RCS’s core values and strategic priorities. This role includes:* To lead on developing and implementing a major national campaign on sexual harassment
* To support the development of RCS campaigning work
* To develop and support effective media relationships that increase awareness and understanding of the reality of sexual violence
* To identify and develop media opportunities to create dialogue and increase awareness and understanding of issues around sexual violence
 |

|  |  |
| --- | --- |
| Organisational Position |  |
| The Press & Campaigns Officer reports directly to the Chief Executive. |

|  |
| --- |
| Main duties |
|  | To work with key partners to develop a national sexual harassment campaignTo support the development of campaigning work within RCSTo coordinate of the planning, development and delivery of all media responsesTo ensure RCS staff, members centres and key stakeholders are involved and kept up to date of key developments in campaigns and public awareness workTo answer media calls, draft press releases, organise media interviews and draft briefing notes, letters and articles on behalf of RCSTo work with the RCS team to identify appropriate ways to publicise the key issues for survivors of sexual violence, and the work of RCSTo develop and implement structures which enable the safe and appropriate involvement of survivors in campaigning and public awareness workEnable the organisation to develop and maintain a culture which reflects the values of RCS and that it is a workplace where fairness, respect, good communication, engagement and wellbeing are in place and recognised as important |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Authority levels |
| Financial and tangible resources | Reporting to the Chief Executive, you will have responsibility for overseeing the budget for the national sexual harassment campaign |

|  |
| --- |
| Accountability |
| Risk management | As Press & Campaigns Officer you will represent RCS to the public, with a direct impact on the reputation of the organisation. You are expected to speak in public, to make media statements and to make presentations both internally within RCS and externally. |
| Level of problem-solving required | You regularly apply creative or adaptive thinking to develop imaginative new approaches or solutions.  |

|  |
| --- |
| Communication |
| Subject complexity and expertise  | You have to understand and interpret a wide range of documents, including a broad range of policy documents and draft legislation, to assess their relevance and impact on RCS’s work. |
| Contact inside the organisation | You give sound and persuasive advice to the wider RCS team on issues relating to your role, challenge existing ways of working and help develop organisational strategies to meet changing needs. |
| Contact outside the organisation | You will liaise on a regular basis with a wide range of external agencies, and will be responsible for communicating RCS’s values and messages to stakeholders, survivors and the general public |

|  |
| --- |
| Competencies required  |
| Core Competencies | * Able to confidently communicate to a wide range of agencies and individuals, including survivors of sexual violence
* Able to liaise with the media and respond to tight deadlines
* Able to produce high quality accessible information which effectively communicates complex ideas and information
* Able to coordinate complex information and manage deadlines
* Identify problems and the method for solution, providing or facilitating effective solutions
* Able to make informed decisions in an appropriate and timely manner
 |

**Person specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1E2 | Understanding of feminist analysis of gender based violenceThorough knowledge of issues relating to sexual violence | D1 |  Knowledge of current legislation, policy and strategy relating to violence against women  |
| Skills andAbilities | E4E5E6E7 | Ability to produce high quality accessible information which effectively communicates complex ideas and informationAbility to work effectively with partners in voluntary and statutory agencies Ability to organize and prioritise workloadCompetence in use of IT, for example Word and Excel programmes, email and internet and delivery of Powerpoint presentations | D2 | Ability to influence and engage key stakeholders |
| Experience | E9E10E11E12 | Relevant experience in a communications roleExperience of campaign workExperience of working with or in the mediaExperience of writing for the media | D4D5D6 | Experience of political, parliamentary or public affairs workExperience of working with people affected by gender-based violenceExperience of facilitating young people’s participation or leadership |
| Other | E13 | Commitment to anti-discriminatory practice |  |  |



**Application to Rape Crisis Scotland for the post of**

**Press & Campaigns Officer**

**To be returned to:** Sandy Brindley, Rape Crisis Scotland,

46 Bath Street, Glasgow

G2 1HG

*or*

recruitment@rapecrisisscotland.org.uk

**by: 9am on Friday 11th January 2019**

|  |
| --- |
| **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: |
| **Section 2: Qualifications and training****(only enter those qualifications and/or training necessary or relevant to the job)** |
| Qualification and/or training | Subject | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **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 | Job title and nature of work | Reason for leaving |
| FromDD/MM/YY | ToDD/MM/YY |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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. |
|  |
| **Section 6: References** |
| Rape Crisis Scotland requires a minimum of 2 employment references to cover a three year period – if necessary, please provide further referees covering the last 3 years. Your referees should be your line manager / former line manager. If this is not possible please explain why. |
| **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 |
| **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: |