

**Recruitment Pack**

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CLiCK Support and Trauma Worker

** Address:** 2 Dudhope Street, Dundee, DD1 1JU

**Business:** 01382 205556

**Email:** info@viceversa.org.uk

Dear Applicant

Thank you for your interest in applying for a post with Women’s Rape and Sexual Abuse Centre. Please find enclosed the following documents:-

* Information about Vice Versa and the Click Project
* Advice on completing your application form
* Job Description and Person Specification
* Application form

**Please do not send a curriculum vitae as this will not be considered.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to recruitment@wrasac.org.uk.

The **closing date for applications is 19th July 2019** Interviews will take place week beginning **29th July 2019.**

We look forward to receiving your completed application form.

Yours sincerely

H Manager

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WRASAC Dundee & Angus is a company limited by guarantee, registered with OSCR and registered in Scotland as company number SC241372 and charity number SC009070.

# BACKROUND INFORMATION ABOUT VICE VERSA

Vice Versa is a project whose purpose is to engage with women involved in prostitution in order to identify opportunities for prevention, demand reduction, diversion, support, harm reduction and support women to exit from prostitution. Vice Versa is a partnership project delivered by Women’s Rape and Sexual Abuse Centre (WRASAC) and Alcohol and Drug Partnership (ADP) who together bring a range of specialist support services aimed at increasing safety whilst involved in prostitution and works to provide routes out. Vice Versa works in partnership with Integrated Substance Misuse Service (ISMS)

Vice Versa along with Sacro’s Another Way service have been funded by the Department of Culture, Media and Sport, through the Tampon Tax Fund to deliver a new initiative called ‘**’CLICK’’**. This 18 month project will focus on engaging with women who are advertising online and operating indoors to provide one-to-one outreach support in the community, ensuring that all women have access to specialist support services.

**Overall Purpose of Role**

This role is focused on providing increased access to support for women involved in prostitution who are advertising online and operating indoors. Vice Versa works to support women who are at risk of any form of sexual exploitation, including involvement in prostitution and human trafficking. Vice Versa works closely with key partners, including ISMS, sexual health and harm reduction services, as well as other Third Sector and Statutory organisations. The aim of the service is to support women in a non-judgmental way, led by the needs of women and using a harm reduction and trauma informed approach.

**Project Aims**

* Provide emotional and practical support to women who are involved in prostitution in Dundee (who may also be survivors of rape and sexual abuse), to address their specific and often complex needs including;
	+ Safety, housing, mental health, physical health, offending, domestic/sexual/emotional abuse, substance misuse, trauma.
* Develop routes out of prostitution for women
* Provide crisis support and intervention.
* Engage with hard to reach women through online chat support to ensure the delivery of online outreach to women who sell or exchange sexual activity and who are advertising online
* Raise awareness of women's experiences and challenge common myths and beliefs around the issues of prostitution
* Reduce women's risk taking behavior associated with their involvement in prostitution – sexual health, substance misuse, access to safety equipment, awareness of personal safety
* Ensure that any identified child or adult at risk of harm is referred through local multi-agency arrangements, in line with WRASAC and Dundee City Councils Child Protection and Adult Support and Protection Policies.
* Offer referral to long-term sources of support
* Empower and encourage women to become involved in the development of the service
* Liaise and work closely with other service-related agencies and partners as appropriate

**Support Service Provision**

* **Online Support** - Provide one-to-one support to women who sell or exchange sexual activity, ensuring that women are aware of and able to access relevant services. Provide online chat support via a dedicated website. Identify and respond to emerging needs and gaps in service provision, ensuring easier access to mainstream support for women who sell or exchange sexual activity.
* **A women only drop-in** is provided weekly designed to encourage women to engage on a one-to-one basis with Support Workers in order to achieve positive changes in their circumstances.
* **Street Outreach** Workers take part in intelligence led outreach work to try and engage with particularly hard to reach women and enhance safety for all women involved in street prostitution.
* **Substance Misuse Interventions** element of the service are provided by partnership working with the Integrated Substance Misuse Service (ISMS) with workers based at Constitution House and community based Direct – Access drop in clinics. Vice Versa also work alongside community organisations such as Gowrie Care (Needle Exchange / harm reduction Centre)
* **Assertive Outreach** - Support Workers take an assertive approach with women, facilitating travel to/from appointments with Vice Versa and other agencies and will also have a specific focus on those women who have accessed Vice Versa services but who have not engaged on a consistent basis.

**Support offered includes:**

* online support,
* emotional support (using a trauma informed approach),
* crisis support,
* harm reduction (substance misuse/ sexual health/personal safety),
* advocacy,
* information and support relating to physical/mental health,
* financial issues (benefits),
* support to attend appointments,
* education,
* employment,
* personal development,
* housing (including access to safe houses),
* childcare/parenting,
* domestic abuse,
* rape, sexual assault,
* childhood sexual abuse,
* independent living skills.

# ADVICE ON COMPLETING YOUR APPLICATION FORM

As part of WRASAC’s commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore only information, which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1 Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the short listing/interview panel will be looking for.

2 The application form will be photocopied so that the form should be completed in black ink or typescript.

3 Section 4 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from out with formal employment.

4 Should you need to use an additional sheet of paper, please indicate the name of the post on the top of the sheet. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**

5 A Protection of Vulnerable Groups and Non Police Personnel Vetting is required as part of the job.

6 Completing the Equal Opportunities Monitoring Form is voluntary but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.

7 All applicants must complete all parts of the application form.

9 Application forms must arrive on time forms arriving late will not be considered.

10 References are normally taken up for the short listed applicants before interview. If you do not wish one or all references to be taken up at that point please indicate on the relevant page. It is our policy not to make a job offer without taking up references.

**Women’s Rape and Sexual Abuse Centre**

Job Description & Person Specification

**Job Title**

**Women’s Support Worker – Vice Versa / CLICK Project**

**JOB PURPOSE:** To provide support to young women and women who are involved in prostitution and/or who are Survivors of rape and sexual abuse. To develop routes out of prostitution and to work in partnership with other key agencies. This role will focus specifically on engaging with women who are advertising online and operating indoors to provide one-to-one outreach support in the community, ensuring that all women have access to specialist support services.

**RESPONSIBLE TO:** WRASAC Manager

**Salary: £25,337**

**Hours: 35 hours (evening and weekend work may be required)**

**Duration: Fixed Term until March 2021**

**MAIN DUTIES**

|  |
| --- |
| 1. To provide trauma support and advocacy to women who are involved in prostitution or victims of CSE and survivors of rape and sexual abuse in Dundee via one to one, online, group, helpline, email and letter, including carrying a caseload.
2. To support women to develop routes out of prostitution.
3. To raise awareness of women’s experiences and to challenge popular myths and beliefs around the issues of prostitution.
4. To provide support and information to workers from the statutory and voluntary sector who are working with women involved in street prostitution.
5. To promote the Click project and access card with relevant professionals
6. Provide Introductory Meetings when required.
7. Assist Vice Versa / WRASAC in production of quality monitoring and evaluation.
8. Establish and maintain effective working relationships with staff from other agencies to ensure holistic needs of survivors are met.
9. Develop materials and resources for service users.
10. Develop and deliver training packages at training events / conferences.
11. Provide support and guidance to volunteers and placement students as required.
12. Maintain case notes on Oasis
13. Provide mentoring to WRASAC workers undertaking qualifications.

**GENERAL TASKS**1. Liaise with WRASAC Manager and Board of Governors.
2. Attend internal and external meetings, trainings, conferences and seminars where appropriate.
3. Liaise and undertake joint work with agencies and other groups.
4. Assist with development of WRASAC policies and procedures.
5. Prepare relevant reports and papers as required.
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**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
| **Professional / Educational Qualifications** | COSCA Certificate in Counselling Skills (or equivalent) or a willingness to work towards it. |  | CertificatesApplication |
| **Relevant work / other experience** | Significant experience in providing support to survivor’s (at least one year).Experience of working with women with substance misuse, mental health issues or complex support needs. Experience of group-work. Experience of writing reports.Experience of networking and liaising with agencies and other groups.Experience of developing, delivering and evaluating training.Experience of partnership working with external agencies. | Experience of working with women involved in prostitution / commercial sexual exploitation  | ApplicationInterviewReferences |
| **Skills & Knowledge** | Clearly articulates an understanding and commitment to a feminist analysis of gender based violence.A clear understanding of the impact of gender inequalities on the lives of women Excellent inter-personal and communication skillsUnderstanding the range of methods and tools to support women.Good planning, organisational and prioritisation skills.An understanding of the issues around prostitution, sexual abuse and exploitationExperience of using computers - Relevant IT skills (Microsoft Word, Outlook) | Knowledge and understanding of issues for voluntary sector. | ApplicationInterviewReferences |
| **Personal Qualities** | A self-starter with the ability to organise and prioritise workload to agreed standards.Team player and able to use own initiative when necessary.Evidence of a ‘can-do’ attitude, with the ability and willingness to problem solve, involving others when necessary.High level of personal commitment to equality and diversity, and ability to work with partners and colleagues from a wide range of backgrounds. |  | ApplicationInterviewReferences |
| **Additional Job Requirements** | Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory scheme record and/or scheme record update.Must be able to work flexibly (including evenings and weekends) to meet the needs of WRASAC.Access to vehicle and full, clean driving licence. |  | ApplicationInterviewCertificates  |

****Applicant No: \_\_\_\_\_\_\_\_\_ (office use only)

**Women’s Rape and Sexual Abuse Centre Dundee**

Post Applied For:

**PERSONAL INFORMATION**

(Confidential, the top 3 sheets will be removed and not used for short listing purposes)

**1. Personal Details**

|  |  |
| --- | --- |
| **First Names**  | **Surname**  |
| **Address** **Post Code**  | **Telephone Numbers** **Work****Home****Mobile****Email** |

**2. References**

Please provide details of a minimum of two referees, one of which must be your most recent employer, one of which must be able to comment on your ability to conduct a research project, and one of which must be able to comment on your ability to engage with vulnerable adults.

Name: Contact prior to interview: Y / N

Address:

Email address:

Telephone number:

Relationship to you:

Name: Contact prior to interview: Y / N

Address:

Email address:

Telephone number:

Relationship to you:

1. **Period of notice required by current employer?**
2. **Are there any dates when you will be unavailable for interview?**
3. **Are there any adjustments that WRASAC will need to make, should you be invited to interview? Please state what these are.**
4. **Are there any restrictions to your residence in the UK, which might affect your right to take up employment? Yes/No**

**If Yes, please provide details**

1. **If you are successful in your application will you require a work permit prior to taking up employment? Yes/No**

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

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| **DECLARATION**  |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that WRASAC reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given to us is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by WRASAC, any medical reports or disclosure check. Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**WRASAC is an Equal Opportunities Employer**

**All WRASAC work involves direct contact with women in fear of male violence. Women only need apply under Section 7 (ii) (d) & (e) of the Sex Discrimination Act.**

Applicant No: \_\_\_\_\_\_\_\_\_ (office use only)

1. **Work Experience – Starting with most recent employer**

Please continue on additional sheets if necessary.

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

**Employment Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from to** | **Employers name and address** | **Post title, responsibilities, experience gained, key achievements** | **Reason for Leaving, Salary** |
|  |  |  |  |

1. **Membership of professional bodies**

**3. Educational, Technical & Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Qualification gained** | **Date Achieved** |
|  |  |  |

1. Tell us about your understanding and commitment to a feminist analysis of gender based violence.

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1. **Skills, experience and knowledge (please refer to the person specification)**

Your completed application should be submitted via email by sending it to recruitment@wrasac.org.uk.