Recruitment PACK SUPPORT worker-Young People





July 2019

Dear Applicant,

**Vacancy: Support Worker – Young People**

Thank you very much for your interest in working with Scottish Borders Rape Crisis Centre (SBRCC).

Please find enclosed:

* Information about the project
* Job description
* Person specification
* Tips on completing your application form
* Application form

Further information about our organisation’s work is available on our website, [**www.scottishbordersrapecrisis.org.uk**](http://www.scottishbordersrapecrisis.org.uk)

Please note that the deadline for completed applications is **5pm on Monday 26th August 2019.** Interviews will be held on **Friday 30th August 2019.** Due to our limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by **Wednesday 28th August 2019.**

Please note that we do not accept CVs. The full **application form** should be completed and **emailed** to [recruitment@sbrcc.org.uk](mailto:recruitment@sbrcc.org.uk)

We look forward to receiving your application. In the meantime, if you have any queries please do not hesitate to contact me on **01896 661 070** or email me at [susie@sbrcc.org.uk](mailto:susie@sbrcc.org.uk)

Best wishes,

S. Stein

Susie Stein

Chief Executive Officer

**Information about the project**

This is an exciting and new project called Unity, part funded by BBC Children in Need, to support the development of an independent young people’s support service. This service will be open to all young survivors of any gender/gender identity, aged 12-18, who have experienced any form of sexual violence at any time in their lives.

The need for this service has grown out of the increasing number of young people seeking support from our service. We have witnessed a significant increase over the last 5 years in the number of young women and girls aged 12-18 seeking support after rape, sexual abuse or sexual exploitation. This is a result of our Sexual Violence Prevention work delivered in all local 9 High Schools and increased awareness among young people of our services.

Early and effective intervention is proven to be essential in limiting the long-term impacts of rape, sexual abuse and exploitation on survivor’s health, wellbeing, employment, personal goals and ambitions.

The Unity project was designed by young people, for young people. Ongoing young people’s participation will be key throughout the duration of this grant.

The successful candidate will be expected to achieve the following outcomes:

**Project outcomes:** The Unity project will provide a sexual violence support service for young people aged 12-18, of any gender/gender identity. A combination of one to one and group work will improve young survivor’s emotional well-being, confidence and their ability to cope with distress.

1. We will have a fully operational independent young people’s service with a range of age appropriate information and support tools.
2. Young survivors of rape, sexual abuse and exploitation in the Scottish Borders will have improved and/or sustained health and wellbeing.
3. The harmful effects of rape, sexual abuse and exploitation are reduced through effective early intervention and crisis work.
4. The harmful effects of violence and abuse are reduced due to services working together to maximise effectiveness.

 **Job Description**

**Position Title:** **Support Worker – Young People**

**Salary:** £26,314 (pro-rata) & 3% pension contribution

**Hours:** 21 hours per week.

Fixed for 12 months from the date of appointment. Year 2 & 3 secured funding for 10

hours per week, increased hours subject to additional funding being secured.

**Funded by**: SBRCC Own Funds & BBC Children in Need

**Location:** Centre & Outreach Work - Scottish Borders Wide

**Annual Leave Entitlement**: 28 days plus 9 Scottish public holidays (pro-rata)

**Responsible to:** Chief Executive Officer (CEO)

**Job Purpose**

* To work alongside the CEO in the development and completion of the Young People’s Service Project Plan.
* To coordinate the development of age appropriate promotional materials and support resources.
* Develop and implement an appropriate Service User Involvement Strategy for young survivors.
* To promote effective partnerships working with key stakeholders, including participation at relevant multi-agency / strategic partnerships.
* Raise awareness of issues around rape, sexual abuse and exploitation through providing training, promotional events, talks etc.
* Monitor and evaluate Young People’s Support Service and produce quarterly progress reports to the CEO.
* To engage and provide emotional and practical centre and outreach support in various venues across the Scottish Borders, to young people of any gender/gender identity between the age of 12 and 18, who have experienced any form of sexual violence at any time in their lives.
* The focus of the support worker will be to provide support to survivors including survivors from hard to reach groups, to recognize, respect and address the needs of survivors who face particular barriers when seeking help to access our service.
* Including survivors who identify as being disabled, having complex needs or are from different ethnic and cultural backgrounds.

**Main duties & responsibilities**

1. **Service delivery**

* Provide direct casework support, information and advocacy to young survivors through telephone, email, text contact, one to one support sessions and group work.
* Keep accurate records of all work done with or on behalf of survivors and produce written reports as requested.
* To promote and raise awareness of the impact of sexual violence issues amongst survivors, including providing a referral and signposting service.

1. **Awareness raising and promotion**

* Engage in multi-agency and partnership working with a comprehensive range of agencies and organisations to promote the services of SBRCC and assist in delivering training to increase understanding and awareness of sexual violence.
* Raise awareness of and promote the services of SBRCC.

1. **Monitoring and evaluation**

* Establish and maintain effective processes to involve survivors in the planning, delivery and evaluation of service provision.
* Maintaining performance recording, monitoring and reporting systems in line with Rape Crisis Scotland’s National Database.
* Maintaining appropriate records and statistics regarding the service to ensure the service is meeting the requirements of its funders, partners and other stakeholders.
* To keep financial records with full audit trail in order to evidence all costings relating to project delivery.

**General duties**

* Acting in accordance with SBRCC policies and procedures.
* Working in a manner which positively promotes the aims and objectives of the organisation.
* Positively upholding and promoting SBRCC’s feminist ethos and commitment to equality, diversity and anti-discriminatory practices.
* Taking reasonable care of personal safety and that of other persons and resources whilst at work.
* Attending and participating in regular training when required.
* Attending and participating in regular support & supervision, staff and other meetings as necessary.
* Carrying out your own administrative duties, ensuring all survivors records are maintained and treated in confidence according to internal policies and protocols.
* Undertaking any duties consistent with the post as may be reasonably requested by the CEO.

As this is a new project this job description may need to be reviewed. 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.

**Pre-Employment Checks - Essential**

* Confirmation of Right to Work in the UK
* Enhanced/PVG Registration Disclosure Check
* References
* Full valid driver licence and access to a vehicle on a daily basis
* Only women need apply under Schedule 9, Part 1 of the Equality Act 2010



**Person Specification: Support Worker – Young People**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | Commitment to a feminist analysis of gender based violence.  Understanding of the impact of rape and other forms of sexual violence. |  |
| **Experience** | A minimum of 2 years’ experience of providing one-to-one, crisis, emotional and practical support and information to young people.  Experience of working with young people with mental health issues or complex support needs.  Experience of working with young people affected by rape and/or other forms of sexual violence.  Experience of group-work.  Experience of using creative ways to engage with young people.  Experience of managing a caseload.  Experience of child protection guidelines and legislation.  Sound experience of successful team working.  Experience of multi-agency working. |  |
| **Skills & Abilities** | Excellent communication and negotiation skills.  Capable of using own initiative and meeting tight deadlines.  Experience of maintaining professional boundaries.  Excellent organisational skills.  Skilled in use of IT e.g. for case notes, reports, email, internet searches.  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies. | Monitoring, data analysis and evaluation skills  Experience of service user involvement/participation.  Report writing skills |
| **Qualifications** |  | Rape Crisis, 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.  Commitment to undertake relevant training.  Act with integrity and respect when working with all clients, agencies and individuals.  Ability to meet the travel requirements of the post, which will involve frequent travel throughout the large area covered by SBRCC. A valid full driving license and the use of a reliable vehicle on a daily basis, including at short notice, is required for outreach work across Scottish Borders. |  |

**Tips on Completing your application form**

As part of SBRCC’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 tips are intended to help you to complete your form effectively.

* 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.
* The application form should be completed in black ink or typed.
* Section 5 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.
* 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.**
* Completing the Equal Opportunities Monitoring Form is optional but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.
* All applicants must complete all parts of the application form.
* Application forms must arrive on time, forms arriving late will not be considered.

**General Data Protection Regulation (GDPR)**

**Collection of data**

SBRCC will collect personal information about candidates through the application and recruitment process from candidates directly and from third parties including former employers and Disclosure Scotland.

The information you or a third party provides to us will be stored securely and will be treated as restricted information.

**Retention of data**

If you are successful in your application, your application form and additional recruitment information will form part of your personnel record and will be retained for 6 years after your employment ceases.

If you are unsuccessful in your application, the information you provide to SBRCC will be retained for 6 months.

**Destruction of Personal Information**

Once the above retention times have passed your personal information will be securely destroyed. We contract the services of a secure destruction company – SHRED-IT. When a personal record has been securely disposed of we are given a certificate of destruction.

**Support Worker – Young People: Application Form**

**To be emailed to:** recruitment@sbrcc.org.uk

**by:** 5pm on Monday 26th August

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| **Section 1: Personal details** | |
| First Name: | Surname: |
| Address: | Tel (home) |
| Tel (mobile): |
| Tel (work):  May we contact you at work? |
| Postcode: | Email: |

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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 this role. | | | | | | |
| **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 (insert an additional page if necessary). | | | | | | |
| Dates | | Name and address of employer | | Job title and nature of work | | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
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| **Section 5: Relevant skills, experience and abilities** | | |
| Taking close account of the job description and person specification, please outline how your work experience (including unpaid work) and your skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant and confirm that you have a full driving licence and can meet the travel requirements for this post. | | |
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| **Section 6: References** | | |
| SBRCC 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: |  |
| Email: | Tel No. |  |
| Company name: | Address: | |
| May we, with discretion, contact your employer to discuss this reference: |
| **Reference 2: Previous employer / supervisor** | | |
| Name: | Position: |  |
| Email: | Tel No. |  |
| Company name: | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: |
| **Reference 3: Previous employer / supervisor** | | |
| Name: | Position: |  |
| Email: | Tel No: |  |
| Company name: | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: |

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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 realize that false information or omissions may lead to dismissal without notice.  Signature:  Date: |

Completed applications should be emailed to [recruitment@sbrcc.org.uk](mailto:recruitment@sbrcc.org.uk), handwritten applications should be posted to:

Susie Stein

Chief Executive Officer

Scottish Borders Rape Crisis Centre

1A Wilderhuagh

Galashiels

TD1 1PW