



edinburgh rape crisis centre
supporting survivors of sexual violence

JOB DESCRIPTION: SUPPORT AND ADVOCACY WORKER

Title:	Support & Advocacy Worker
Hours:	28 hours per week
Salary:	£28,125 per year (pro-rata)
Location:	The post-holder will be based in Edinburgh, though travel will be required to deliver the service in Edinburgh, East and Midlothian and attend national meetings/events.
Annual leave entitlement:	25 days annual leave; 10 days public holiday (pro-rata)
Pension Entitlement:	Employer contribution at 8% to Pensions Trust Flexible Retirement Scheme
Responsible to:	Senior Support Worker
Supervision:	Internal supervision provided every 4-6 weeks. External practice support (supervision) provided at a frequency agreed with your line manager
Training:	Standard training budget (£600) applies to this post.

Purpose of the post

The overall aim of this post is to provide support and advocacy to survivors who are engaged, or considering engaging, with the criminal justice system following an experience of sexual violence. This post has a specific focus on complainers involved in the Edinburgh Visually Recorded Interview (VRI) Pilot.

A. Summary of main responsibilities and activities – National Advocacy Project

1. Provide advocacy support to complainers before, during and after giving visually recorded statements to Police Scotland
2. Liaise with Police Scotland to ensure advocacy support is available during the VRI process where possible and appropriate.
3. Provide a support and advocacy service to survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence.
4. Provide emotional and practical support to survivors of sexual violence whose cases do not proceed to court, including access to follow on services.
5. Develop and ensure the effective implementation of relevant referral processes to ensure survivors of sexual violence have enhanced access to support and advocacy services throughout their involvement in the criminal justice process.
6. Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including where appropriate the development and delivery of training inputs.
7. Publicise the service offered through the advocacy service to enhance access to the service across voluntary and public sector agencies.
8. Contribute to the development of national policy and strategic work around the criminal justice system and sexual offences through attendance at national advocacy project meetings and provision of information and feedback to the RCS National Advocacy Project Coordinators.
9. Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors of sexual violence and for partner agencies; including production of statistical data and participation in any evaluations which may be commissioned.
10. Attend training as required.
11. Participate in regular support and supervision sessions.
12. Participate in team meetings.

B. Centre specific duties

Development work

1. Lead on tasks relating to the development of the support and advocacy service as agreed with Line Manager.

Sustaining and supporting volunteering

2. Contribute to volunteer training and development sessions.
3. Offer regular meetings and debriefing sessions as required to designated volunteers during their induction period.
4. Provide shadowing opportunities for volunteers during day-to-day administrative, development and teamwork tasks.

Working with others

5. Establish and maintain effective working relationships with staff from other agencies, including the police, to ensure holistic needs of survivors are met.
6. Represent ERCC at external meetings.
7. Work effectively with the ERCC paid and volunteer worker team.
8. Attend internal and external meetings as required.

Working effectively and safely

9. Attend internal training and practice development sessions.
10. Adhere to all relevant legislation and organisational policies including child and adult protection procedures, health and safety and lone working.
11. Work in accordance with ERCC's policy on equality and diversity.

Recording and reporting

12. Keep accurate records of support provided.
13. Contribute data to allow ERCC to monitor and evaluate its services- including use of the OASIS data management system.

This job description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks or cease any of the tasks given above.

Person Specification: Support & Advocacy Worker

Criteria	Essential	Desirable
Knowledge & Understanding	<p>A feminist analysis of sexual violence.</p> <p>Understanding of the impact of rape and sexual abuse</p>	<p>Some knowledge of Scottish legislation, policy and government strategy in relation to rape and sexual violence</p> <p>Understanding of the factors that may help or hinder reporting or disclosure of sexual violence</p> <p>Understanding of independent advocacy principles</p>
Experience	<p>Experience of providing advocacy, crisis, emotional and practical support and information.</p> <p>Experience of multi-agency working</p>	<p>Experience of working with people affected by rape or sexual abuse</p>
Skills & Abilities	<p>Excellent communication and negotiation skills.</p> <p>Capable of using own initiative and of meeting tight deadlines.</p> <p>Excellent organisational skills.</p> <p>Skilled in use of IT e.g. for case notes, email, internet searches.</p> <p>Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies.</p>	<p>Monitoring, data analysis and evaluation skills</p> <p>Report writing skills</p>
Qualifications		<p>Rape Crisis Scotland, Violence Against Women or Gender Based Violence training.</p>

Criteria	Essential	Desirable
Other	Commitment to equality & diversity and anti-discriminatory practice. Ability to meet the travel requirements of the post	