**The STAR Centre SC0 10678**

**Office 01563 544 686 |** [**admin@starcentreayrshire.org**](mailto:admin@starcentreayrshire.org)

(Previously Rape Counselling and Resource Centre)

**Working to end Sexual violence across Ayrshire**

Dear Applicant,

**Vacancy: Young Person’s Worker**

Thank you very much for your interest in working with The STAR Centre, Ayrshire’s Rape Crisis Centre.

I am enclosing:

* background information
* job description
* person specification
* application form
* equal opportunities monitoring form

Please note that the deadline for completed applications is **5pm on** **Friday 13th September 2019.** You will be notified of an interview date should your application to be shortlisted be successful.

We look forward to receiving your application. Please note that due to resources, we will only be in contact if you have been shortlisted for interview.

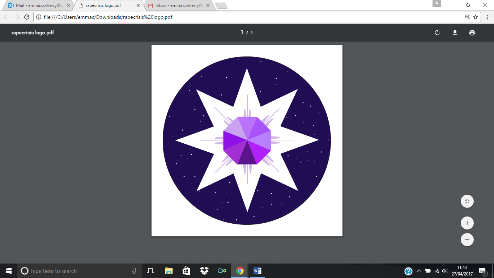
In the meantime, if you have any queries regarding the post, please email: admin@starcentreayrshire.org

**The STAR Centre - Background Information:**

The STAR Centre (Formerly the Rape Counselling and Resource Centre (RCRC) is a small, independent charity working to provide free confidential and non-judgemental support to survivors of sexual violence in Ayrshire and is part of the Rape Crisis Network and only 35 minutes drive from Glasgow.

Since its inception in 1987, The Centre has provided counselling, support work, advocacy, information for survivors, family and friends, as well as stress and anger management. We offer information and awareness raising presentations and workshops to the voluntary and statutory sectors as well as to other relevant professionals.

The STAR Centre requires an experienced Young Person’s Support Worker who will play a crucial role in the redevelopment and growth of the service.

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**The STAR Centre Young Person’s Support Worker**

**£26,500 pro-rata**

**21 hours per week**

**Requirements of Post**: 3 years (minimum) experience of delivering direct support to those who have experienced trauma and ideally experience of working with survivors of rape, historic childhood sexual abuse and sexual assault.

**Principal Duties:**

* To provide direct person-centered support to individuals affected by any form of rape/sexual abuse through effective listening skills and encouraging individuals to recognise their own potential. This post is primarily (although not exclusively) aimed at the support of young people (aged 13-25) and therefore the worker must be able to deliver age appropriate support.
* To provide direct person-centered support to the partners/parents of survivors of rape, sexual abuse and/or violence.
* The post will be based at our centre in Kilmarnock but will deliver out-reach support within Ayrshire as necessary.
* To create and maintain a support plan in conjunction with survivors
* At all times, ensure the safety, security and dignity of survivors, respect their right to confidentiality and the parameters of this.
* To contribute to the development of Centre Volunteers as required.
* As we are a small centre the support worker will be required to support the general centre activities.

**Professional Responsibilities:**

* Attend relevant training and skills development including conferences and seminars.
* Be familiar with and comply with The STAR Centre’s policies and practices and the Rape Crisis Scotland National Service Standards.
* Record data in accordance with Rape Crisis Scotland’s National Database.
* Develop and nurture relationships with appropriate agencies and related partnerships within Ayrshire including Education, Health and Social Work, Police etc.
* Work within an anti-discriminatory and inclusive framework and always strive to promote inclusive and anti-discriminatory practices across all aspects of the service.
* Liaise regularly with the Centre Manager to assess current provision, identify gaps and develop service provision.
* Implement relevant monitoring and evaluation systems in accordance with The STAR Centre’s requirements.

**Accountability and Supervision:**

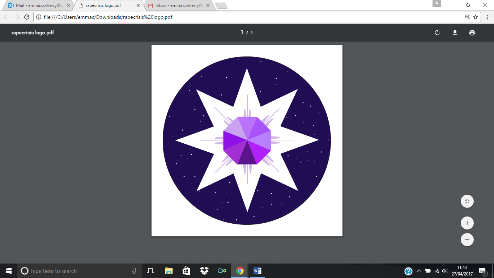
* Attend individual supervision and team meetings.
* Provide supervision to other centre support workers as required.
* Attend on-going training as required.
* Ensure that all activities comply with appropriate legislation.
* Contribute positively to the overall aims of The STAR Centre.

This job description is not exhaustive and following consultation the post-holder may be required to carry out other responsibilities and tasks.

**Person Specification**

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| --- | --- | --- |
|  | Essential | Desirable |
| **Knowledge** |  |  |
| Demonstrate underpinning knowledge of sexual violence and the impact on survivors and their families. | X |  |
| Demonstrate knowledge and / or experience of working with people with learning disability. |  | X |
| **Experience** |  |  |
| Experience of providing one to one support and / or counselling. | X |  |
| Experience of working with young people | X |  |
| Experience of advocacy work. |  | X |
| Experience of record keeping. | X |  |
| Experience of liaising with professionals from statutory and voluntary sectors. | X |  |
| Experience of supporting and supervising volunteers. |  | X |
| **Skills** |  |  |
| Ability to work dynamically within a small team. | X |  |
| Ability to organise own workload and use initiative. | X |  |
| Ability to assess needs of survivors. | X |  |
| Support skills including one to one and telephone support. | X |  |
| Support skills working with groups. |  | X |

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| --- | --- | --- |
| Ability to develop and deliver a range of therapeutic interventions. |  | X |
| Ability to deliver one to one or group training to colleagues and partner organisations or the ability to develop this. | X |  |
| Ability to communicate clearly in writing, telephone and in person on sensitive and / or complex issues. | X |  |
| Ability to manage own administration duties and utilise centre monitoring and evaluation packages (including use of word processing and spreadsheets) or the ability to develop these skills. | X |  |
| **Personal qualities** |  |  |
| A positive approach. | X |  |
| Empathy. | X |  |
| Willingness to work flexibly to meet the needs of the centre. | X |  |

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**Application Form – The STAR Centre**

**Post: Young Person’s Worker**

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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 | | Job title and nature of work | | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
|  |  |  | |  | |  |
| Dates | | Name and address of employer | | Job title and nature of work | | 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 you to carry out the duties of this post. Please include any information which you feel is relevant. | | | |
|  | | | |
| Section 6: References | | | |
| Rape Counselling & Resource Centre 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 | |

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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: |