



edinburgh rape crisis centre
supporting survivors of sexual violence

Role Profile for:	Assistant Centre Director
Salary	£36,061 FTE - pro rata as per hours below
Hours	28 hours per week
Location	Edinburgh
Length of post	This post is funded by NHS Lothian to 31 March 2021
Responsible to	ERCC Centre Director
Benefits	<ul style="list-style-type: none">• <u>Holiday entitlement</u>: 25 days annual leave; 10 days public holiday (pro-rata)• <u>Pension Entitlement</u>: Employer contribution at 8% to Pensions Trust Flexible Retirement Scheme
Supervision & Training	<ul style="list-style-type: none">• <u>Supervision</u>: Internal supervision provided every 6 weeks. External mentoring/supervision provided at a frequency agreed with your line manager.• <u>Training</u>: Standard training budget (£600 pro- rata) applies to this post.

JOB DESCRIPTION

Role purpose	<p>To deputise, work with and support the ERCC Board, Centre Director and operational team to deliver the key elements of the ERCC Strategy & Plan (2018 – 2021) through primarily being focused on:</p> <ul style="list-style-type: none"> • Being the link between the strategic and operational elements of the plan and making sure they are implemented across the organisation. • Providing and modelling feminist leadership, people management and support across the team through direct line management including the Operational Manager, and indirect line management of the wider team • Ensuring ERCC is always compliant against its key risks and responsibilities through active implementation, evaluation, reporting and management of them.
Key Accountabilities	<p>Key accountabilities of this role are about senior oversight and responsibility for operationalising all aspects of the ERCC service delivery model including:</p> <ul style="list-style-type: none"> • Operational review and implementation of key elements of the ERCC Strategic Plan and its priorities, including component parts of: <ul style="list-style-type: none"> ○ The People, Health & Wellbeing (PH&W) Strategy and Plan i.e. working with the PH&W sub-committee where relevant to deliver on the operational aspects of this plan as required. ○ Governance elements of the strategy, as outlined by the ERCC Strategic Governance & Operational Excellence sub-committee through its plan, including: <ul style="list-style-type: none"> ▪ Running the annual policy review (as part of the risk register), supervising any GDPR requirements and any other operational compliance as needed. ▪ Ensuring staff comply with all relevant legislation, policies and procedures including Child and Adult protection, lone working and other procedures as set out in the staff handbook. ▪ Ensuring all staff keep effective records and complete monitoring information in a timely manner as related to compliance. ○ Any Finance objectives as identified, especially contributing to funding and Board reports as required ○ Working with the Centre Director, Operational Manager and Service Delivery sub-committee with delivering against priorities where required through:

- Participating in regular meetings to assess need and demand on the service and how best to address this.
 - Regularly reviewing ERCC's services against the identified service outcomes and National Rape Crisis Service Standards and finding ways to improve against these.
 - Supporting staff to develop and share their practice through regular practice meetings.
 - And assisting with health and safety and safeguarding etc.
- Supporting the **Engagement, Profile, Promotion & Fundraising sub-committee** with delivering against their priorities where required
- **Providing leadership and management support** to both Centre Director and the Operational Manager as and when required through:
 - Providing and modelling feminist leadership and management, to promote positive working relationships, support growth and development within the staff team and promote safety and self-care in the context of working with trauma.
 - Providing management support and supervision to paid team members, in particular the Operational Manager, and ensuring that senior support team members are providing this to their direct reports.
 - Facilitating annual appraisals with supervised staff, working with them (1) to identify and work towards targets and outcomes for their work (work planning) and (2) identifying strengths and areas for development (professional development planning.)
 - Ensuring that accurate, shared records of all supervision and appraisals are kept.
 - Ensuring that external clinical/practice supervision is provided to all staff and monitoring its usefulness and relevance, making changes as required.
- **Managing self through;**
 - Modelling a resilient approach to working in the service demonstrating the importance of self-care and boundary setting.
 - Using appropriate workload management techniques and ensure work is delegated effectively to staff.
- Any other relevant, appropriate tasks as identified by the Centre Director.

PERSON SPECIFICATION		
KEY COMPETENCIES	Essential	Desirable
An understanding of issues related to sexual violence	<ul style="list-style-type: none"> Clearly articulates a gender based analysis of sexual violence. Demonstrates commitment to feminist analysis of male violence An understanding of the impacts of sexual violence and implications for delivering a trauma-informed and survivor-centred frontline service. 	
Management and leadership	<ul style="list-style-type: none"> Demonstrable experience of providing effective and structured management and supervision to staff and/or volunteers. Clear understanding of feminist leadership and management, and a trauma-informed approach to supporting frontline staff 	<ul style="list-style-type: none"> Relevant management qualification e.g. SVQ 4 Leadership and Management for Care Services (LMCS)
Keeping you and others safe	<ul style="list-style-type: none"> Knowledge of vulnerable adult and child protection; capacity and mental health legislation in Scotland. Ability to ensure effective systems are in place for managing risks relating to safeguarding 	<ul style="list-style-type: none"> Relevant training in these legislative areas.
Service planning and development	<ul style="list-style-type: none"> Experience in, and knowledge of planning and development of frontline services Experience of translating strategic objectives into operational procedures and practice. 	<ul style="list-style-type: none"> Experience of writing funding applications

KEY COMPETENCIES	Essential	Desirable
Recording, reporting, monitoring and evaluating	<ul style="list-style-type: none"> • Ability to ensure effective operation of systems for recording and reporting in relation to service delivery, in accordance with ERCC data protection policies. • Knowledge of relevant monitoring and evaluation systems and commitment to ensuring their effective operation. 	<ul style="list-style-type: none"> • Experience of writing funding reports.
Managing yourself	<ul style="list-style-type: none"> • Demonstrates a resilient approach to the workplace and has clear strategies for managing self. • Ability to model feminist and anti-discriminatory values and principles and to promote these within the organisational culture • Commitment to ongoing continuing professional development 	
Working with others and promoting the organisation	<ul style="list-style-type: none"> • Ability to work collaboratively with key stakeholders and the wider Rape Crisis network to improve responses to survivors or sexual violence. • Ability to represent and promote ERCC externally, for example at events and in the media 	
Using IT and systems	<ul style="list-style-type: none"> • Competent Microsoft user (Outlook, Word, Excel) • Experience of, and ability to do, own administrative work. 	<ul style="list-style-type: none"> • Experience and/or knowledge of using databases for case recording.