22nd May 2020

Dear Applicant

**Vacancy: Crisis and Early Intervention Sexual Violence Support Worker**

Thank you very much for your interest in working with Fife Rape and Sexual Assault Centre. I am enclosing:

* Job description
* Person specification
* Application form
* Equal opportunities monitoring form & SAE *(if you receive this pack by email please return the Equal Opportunities form in a separate envelope to FRASAC, 38/40 High Street, Kirkcaldy, KY1 1LU)*

Further information about the work of FRASAC is available via on our website [www.frasac.org.uk](http://www.frasac.org.uk)

Please note that the deadline for completed applications is **12 noon on Friday 19th June 2020.** Interviews will most likely be held remotely due to the current restrictions for meeting up. Due to limited resources, we will only contact you if you have been shortlisted for interview. All short listed candidates will be contacted by **Friday 26th June 2020**.

**Please note that we do not accept CVs.** **The full application form should be completed.**

This post will be offered subject to a satisfactory PVG.

We look forward to receiving your application. In the meantime, if you have any queries please contact me on 07984 658139.

Best wishes

Jan Swan

Centre Manager

**JOB DESCRIPTION**

**Job Title:** Crisis and Early Intervention Sexual ViolenceSupport Worker

**Responsible to:** Centre Manager

**Commencing Salary:** £13651.50

**Hours of Work:** 17.5hrs per week, with some evening and weekend work.

 Time off in lieu will be granted for any overtime worked.

**Location:** Based in Kirkcaldy but will be required to work across the whole of Fife.

You will require having the use of a car for work purposes and travel expenses will be reimbursed.

**Leave Entitlement:** Twenty-Five days’ annual leave and 12 public holidays pro rata. If you work less than 35 full time hours, your entitlement to annual leave will be calculated on a proportionate basis.

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**Main Functions**

1. To provide one to one crisis and early intervention support services to survivors of sexual violence, in centre and outreach.
2. To offer support to families, carers and other supporters, in centre and outreach.
3. To provide advocacy and information on a needs led basis.
4. To develop and facilitate group work in response to client need and request.
5. To promote and publicise the service to existing and potential referring agencies in Fife.
6. To develop information materials if and when required.
7. To establish and maintain effective liaison with appropriate voluntary and statutory agencies.
8. To assist in developing and maintaining appropriate community based outreach resources in order to widen access to the service.
9. To assist in the recruitment, training and supervision of volunteers / students involved in support work.
10. To ensure clear, accurate and confidential records relevant to the work of the post are kept.
11. To produce regular reports on activities as required.

**Other Responsibilities**

1. Safekeeping of confidential information at all times.
2. Adhering to all FRASAC’s policies and procedures.
3. Adhering to the procedures in force regarding health & safety and security at all premises used in connection with the fulfilment of the duties of the post.

 **Induction**

A comprehensive induction will be provided by FRASAC.

**Supervision**

Regular monthly line management supervision and monthly external supervision will be provided.

# Person Specification: Crisis and Early Intervention Sexual Violence Support Worker

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | A feminist analysis of sexual violence.Understanding of the impact of rape and sexual abuse.  | Some knowledge of Scottish legislation, policy and government strategy in relation to rape and sexual violence. |
| **Experience** | Experience of providing 1-1 emotional support, practical support, advocacy, crisis support.Experience of working with Trauma. | Experience of working with people affected by rape or sexual abuseExperience of multi-agency working. Experience of using psychoeducation and neurobiology when working with trauma.  |
| **Skills & Abilities** | Ability to work within stressful/high pressure situations.Ability to work autonomously while mindful of accountability.Ability to work as part of a supportive team.Excellent organisational skills.Excellent communication and negotiation skills.Skilled in use of IT e.g. for case notes, email, internet searches.Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies. | Monitoring, data analysis and evaluation skills |
| **Qualifications** |  | Violence Against Women or Gender Based Violence training.Diploma in Therapeutic Counselling |
| **Other** | Commitment to equality & diversity and anti-discriminatory practice.Ability to work flexibly and to do evening /weekend work as required.Must have a full driving license and car with business insurance.Ability to attend work regularly.Non-judgmental attitude.Motivated, enthusiastic and a good sense of humour. |  |

Fife Rape and Sexual Assault Centre strives to be an equal opportunities employer and welcomes applications from women from all sectors of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.

Reg Scottish Charity SC033050

**Application Form**

**Fife Rape and Sexual Assault Centre**

**For the post of**

**Crisis and Early Intervention Sexual Violence Support Worker**

**To be returned to:** **Jan Swan Centre Manager –** **jan.swan@frasac.org.uk**

**By:** **12 noon Friday 19th June 2020**

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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 |
| FromDD/MM/YY/ | ToDD/MM/YY |  |
| Job title and nature of work |
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| Reason for Leaving |
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| Dates | Name and address of Employer |
| FromDD/MM/YY/ | ToDD/MM/YY |  |
| Job title and nature of work |
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| Dates | Name and address of Employer |
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| Dates | Name and address of Employer |
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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 to carry out the duties of this post. Please include any information which you feel is relevant. |
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| **Section 6: References** |
| FRASAC 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: | 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: |

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| Section 8: FRASAC Equal Opportunities Monitoring Form |

Fife Rape and Sexual Assault Centre (FRASAC) aims to be an inclusive organisation where everyone is treated with respect and dignity and there is equal opportunity for all. To assist us in that aim, we ask applicants to complete and return an equal opportunities monitoring form with their application, to help us check the effectiveness of our recruitment and equality and diversity policies. This information will not form part of your application and will not be seen by the panel shortlisting or interviewing applicants. Completion of the form is voluntary and if you choose not to complete this form, your application will not be affected. You may also send this form in a separate envelope if you wish.

Where did you receive information about this post?

………………………………………………………………………………………………………………..

Please choose one option from each of the sections listed below and then tick the appropriate box.

**Your age**

Year’s Months

**Your sex**

Female (including male to female trans women) [ ]

Male (include female to male trans men) [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**Is your gender identity the same as the gender you were originally assigned at birth?**

Yes [ ]

No [ ]

Prefer not to say [ ]

**Your ethnic group (options are listed alphabetically)**

Arab [ ]

Asian, Asian British or Asian Scottish: Bangladeshi [ ]

Asian, Asian British or Asian Scottish: Chinese [ ]

Asian, Asian British or Asian Scottish: Indian [ ]

Asian, Asian British or Asian Scottish: Pakistani [ ]

Asian, Asian British or Asian Scottish: Other (specify if you wish) [ ]

Black, Black British or Black Scottish: African [ ]

Black, Black British or Black Scottish: Caribbean [ ]

Black, Black British or Black Scottish: Other (specify if you wish) [ ]

Mixed: Asian and Black [ ]

Mixed: Asian and White [ ]

Mixed: Black and White [ ]

Mixed: Other, (specify if you wish) [ ]

White: British [ ]

White: English [ ]

White: Gypsy / Traveller [ ]

White: Irish [ ]

White: Northern Irish [ ]

White: Scottish [ ]

White: Welsh [ ]

White: Other (specify if you wish) [ ]

Other ethnic group (specify if you wish) [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**With which religion / belief / faith below do you most identify? (Options as recognised by Interfaith Scotland)**

Baha'i Faith [ ]

Brahma Kumaris [ ]

Buddhism [ ]

Christianity [ ]

Hinduism [ ]

Islam [ ]

Jainism [ ]

Judaism [ ]

Non-religious (atheist, humanist etc.) [ ]

Paganism [ ]

Sikhism [ ]

Other religion, belief or faith, (specify if you wish) [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**Sexual orientation (options are listed alphabetically)**

Asexual [ ]

Bisexual [ ]

Gay man [ ]

Gay woman / lesbian [ ]

Heterosexual [ ]

Prefer to use own term (specify if you wish) [ ]

Prefer not to say [ ]

**Disability**

Do you consider yourself to have a disability, impairment health condition or learning difference?

Yes [ ]

No [ ]

Unsure [ ]

Please describe your disability, impairment or health condition. You may mark one of the boxes below, or use your own words here.

Physical impairment or a condition that affects your mobility such as an impairment [ ]

that requires you to use a wheelchair or affects arm movement

Sensory impairment, such as being blind/having a serious visual impairment [ ]

or being deaf/having a serious hearing impairment

Mental health condition, such as depression or schizophrenia [ ]

Learning difference such as dyslexia [ ]

Learning disability or cognitive impairment such as autism or a head-injury [ ]

Long-standing illness or health condition such as cancer, HIV, diabetes, [ ]

chronic heart disease, or epilepsy

Other, such as disfigurement (please specify) [ ]

Prefer not to say [ ]

Thank you for completing this monitoring form.

**Please return in a separate envelope to:**

**Jan Swan, Centre Manager, FRASAC, 38/40 High Street, KIRKCALDY, Fife, KY1 1LU**