



SCOTTISH WOMEN'S RIGHTS CENTRE JOB DESCRIPTION

TITLE:	Advocacy Worker
HOURS:	35 hours a week
SALARY:	£28,554
PENSION ENTITLEMENT	An employers contribution of 8% is payable
ANNUAL LEAVE ENTITLEMENT	30 days annual leave and 12 days public holidays
RESPONSIBLE TO:	SWRC Co-ordinator

Purpose of the post

The overall aim of this post is to provide support and advocacy to survivors who are engaged with the SWRC following an experience of Gender Based Violence (GBV).

- It is the nature of work at SWRC that task and responsibilities in many circumstances are unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so those tasks, which are not specifically covered in their job description, are undertaken. These additional duties will normally be compatible with the regular type of work required by the post. If the additional responsibility or tasks become a regular or frequent part of the employee's job, it will be included in the job description in consultation with the employee.
- All RCS employees are expected to practice and promote equitable, accessible and non-discriminatory approach to work at all times.

A Summary of main responsibilities and activities

1. Provide advocacy support to women survivors of GBV who are accessing legal advice or representation from SWRC solicitors
2. Provide advocacy support for women SWRC solicitors are unable to represent, to assist them to access services and/or identify alternative representation
3. To staff an Advocacy helpline for women survivors of gender based violence
4. Provide advocacy support to survivors of GBV, including access to follow on services
5. To enhance access to justice for women survivors of gender based violence through the delivery of FollowIt App
6. To improve awareness of access to justice with professionals who have a supporting role for women survivors of gender based violence
7. To accurately record contacts and relevant information on the SWRC case management system following SWRC protocols and procedures
8. Develop and ensure the effective implementation of relevant referral processes to ensure survivors have enhanced access to support and advocacy services throughout their involvement in the civil or criminal justice process
9. Work in partnership with relevant agencies to enhance responses for survivors of GBV
10. Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors and for partner agencies; including production of statistical data and participation in any evaluations which may be commissioned
11. Attend training as required
12. Participate in regular support and supervision sessions
13. Participate in team meetings
14. Any other duties that are relevant to the post

B Summary of general responsibilities

- To work independently but also collaboratively with other members of the SWRC team and our collaboration partners.
- To complete other tasks necessary to contribute to the operational management, sustainability and development of SWRC in the pursuit of its strategic goals.
- To prioritise work effectively and ensure that work is completed professionally and to high standards.
- To ensure that an inclusive approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of RCS and SWRC values of collaboration, social justice, inclusion, empowerment, and innovation.
- To conduct all work in line with RCS and SWRC policies and procedures, including our Equalities and Diversity Policy.



Person Specification: SWRC Advocacy Worker

Criteria	Essential	Desirable
Knowledge & Understanding	<p>A feminist analysis of gender based violence.(GBV)</p> <p>Understanding of the impact of GBV</p> <p>Knowledge of the civil and criminal justice process</p> <p>Understanding of the factors that may help or hinder engagement with the civil and criminal legal process</p>	<p>Some knowledge of Scottish legislation, policy and government strategy in relation to GBV</p> <p>Understanding of independent advocacy principles</p> <p>Understanding of the legal options and remedies available to survivors of GBV</p>
Experience	<p>Experience of providing advocacy, crisis, emotional and practical support and information.</p> <p>Experience of multi-agency working at a case level</p>	<p>Experience of working with women affected by GBV</p> <p>Experience of developing information resources</p> <p>Experience of delivering training or awareness raising sessions</p>

Skills & Abilities	<p>Excellent communication and negotiation skills.</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 and evaluation skills</p> <p>Report writing skills</p>
Qualifications		<p>Rape Crisis Scotland, Violence Against Women or Gender Based Violence training.</p>
Other	<p>Commitment to equality & diversity and anti-discriminatory practice.</p> <p>Ability to work flexibly and to do evening /weekend work as required.</p> <p>Ability to meet the travel requirements of the post</p>	