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November 2020

**upport**

Dear Applicant,

**Vacancy: Lanarkshire Rape Crisis Team Leader (Support Services)**

Thank you very much for your interest in working with Lanarkshire Rape Crisis Centre (LRCC).

I am enclosing:

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

Further information about Lanarkshire Rape Crisis is available at <https://lanrcc.org.uk/>and about Rape Crisis Scotland and the work of Member Centres at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is **Wednesday the 9thth of December at 9am**. Interviews will be held on **Friday the 18th of December (tbc) online via Zoom.** Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email **by Friday the 11th.**

Please note that we do not accept CVs. The full application form should be completed and emailed to [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk). The completed equal opportunities monitoring form should be completed online at <https://www.surveymonkey.co.uk/r/32WGBZQ>

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

We look forward to receiving your application. In the meantime, if you have any queries please get in touch via email on [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

Best wishes,

Helen Provan

Centre Manager

Lanarkshire Rape Crisis Centre

**Background Information:**

**Lanarkshire Rape Crisis**

Lanarkshire Rape Crisis Centre, established over 15 years ago, is part of the national network of 17 Rape Crisis Centres who are members of Rape Crisis Scotland and adhere to the RCS National Service Standards.

You can find out more about what Rape Crisis support involves in our short film Making Recovery a Reality <https://www.youtube.com/watch?v=D7MSqIok0zw>. More information about the wide range of work undertaken by Rape Crisis Scotland Centres across the country can be found at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

The work of Lanarkshire Rape Crisis:

* Provides trauma informed therapeutic 1:1 & group support to women and girls who have experienced rape and all forms of sexual violence aged 12+ as well as their friends, family, partners and workers. We also provide personal support options for male survivors and survivors of all gender identities.
* Provide advocacy support to those considering, or engaging with the criminal justice process You can read more about the NAP here <https://www.rapecrisisscotland.org.uk/national-advocacy-project/>
* Delivering prevention workshops and engaging with young people across schools and youth settings in Lanarkshire as part of the Rape Crisis Scotland National Prevention Programme. <https://www.rapecrisisscotland.org.uk/national-sv-prevention-programme/>
* We work in partnership with other key stakeholders to improve understanding and provision of gender based violence and trauma informed responses to survivors of sexual violence.

This is a newly created post and currently the staff team the Team Leader will be responsible for involves: 3 support work staff and 3 support & advocacy workers (mix of FT and PT posts).

**LANARKSHIRE RAPE CRISIS TEAM LEADER JOB DESCRIPTION**

TITLE: Support Services Team Leader

HOURS: 28 hours a week

SALARY: £25,850 (pro rata from FTE £32,312)

PENSION ENTITLEMENT 6%

ANNUAL LEAVE ENTITLEMENT 30 days, plus 12 days Public Holidays (pro rata)

RESPONSIBLE TO: Centre Manager

RESPONSIBLE FOR: The coordination, delivery and promotion of LRCC Support &

Advocacy Services.

**Job Description**

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| **Core Purpose of Job** | To facilitate delivery of specialist therapeutic support, information and advocacy services to survivors age 12+ affected by sexual violence. The post holder will work closely with our support and advocacy staff to coordinate the day to day activity within the Support Services Team. To raise awareness about the prevalence and impact of abuse on individuals and our communities, building resilience and increasing access to support service. This position will involve effective monitoring and evaluation of projects and supporting the Centre Manager with funding reports and applications. |
| **Main Duties and Responsibilities** | * To mentor, provide guidance and oversee the caseloads / projects undertaken by support workers and support & advocacy workers * To provide supervision to staff and work with the Support Coordinator in the supervision and support of LRCC volunteers * Support / facilitate the delivery of up to date training for staff/volunteers to ensure best practice in our support of survivors * To provide timely regular progress reports of Support Services * To market and publicise the service, events and campaigns, supporting multi-agency and partnership working and representing the organisation as required * To coordinate the day to day tasks carried out by LRCC Support Services * To promote opportunities for reflective practice, sharing experiences and identifying learning opportunities within the wider team * To contribute to funding applications and progress reports as required * To promote, embed and analyse effective monitoring and evaluation systems within the service * To provide therapeutic support and advocacy services (face to face / telephone / online) within a feminist, survivor-centred approach at all times * To work on a community outreach basis as necessary, including visits to other settings * To record all information pertaining to LRCC’s support services accurately and appropriately in line with LRCC’s support service information recording and Data Protection systems. * To implement relevant monitoring and evaluation systems which capture both quantitative and qualitative information from all aspects of the support service and ensure this is used to inform service development * To ensure that the development and delivery of support and advocacy recognises the additional barriers and inequalities faced by survivors of sexual violence from marginalized groups and communities and strives to promote at all times inclusive and anti-discriminatory practice across all aspects of the service. * To implement and adhere to Rape Crisis National Service Standards   Regular liaison with the Centre Manager to plan, review and develop   * Ensure management and service delivery comply with Safeguarding, Health and Safety standards and Equalities legislation   **Other**   * To work as part of a team * To communicate effectively (written, electronic and verbal) * To attend individual supervision, team meetings and practice development meetings. * To contribute positively to the overall mission, vision and values of LRCC. * Flexibility of working hours * The post holder will regularly apply creative or adaptive thinking to develop innovative new approaches or solutions.   Any other responsibilities commensurate with the role required to meet the needs and expectations of the organisation and Board  This post will have responsibility for the effective provision of the support service, through the effective oversight of support staff, but will not be expected to hold a case load of survivors. |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge |  | Knowledge of legislation and good practice relating to health and safety, data protection and safeguarding of adults and children  Ability to clearly articulate an understanding and commitment to a feminist analysis of gender based violence  Knowledge of the impact that sexual violence has on women, young people, children and communities  Understanding the range of age-appropriate methods and tools to support survivors |  | Knowledge of the Third Sector and its role in addressing Violence Against Women  Excellent  Knowledge of Criminal Justice procedures that relate to victim/witnesses regarding sexual offences |
| Skills,  Abilities & Experience |  | Experience of providing emotional therapeutic, practical support and advocacy services to women and/or girls affected by trauma    Experience of supporting individuals who self-harm and/or express suicidal intention  Experience of assessing risk and following safeguarding procedures as necessary  Experience of implementing and reviewing creative monitoring and evaluation processes  Experience of supervising a team  Experienced in the use of IT for self-administration e.g., Microsoft, excel, email and internet  Experience of effective partnership working with statutory and third sector agencies  Excellent numeracy and communication skills both written and oral  Skilled in negotiation & developing relationships with partner agencies  Excellent planning and organisation skills with the ability to prioritise workload, managing tight deadlines when required. |  | Experience of working within Violence Against Women    Experience of delivering online support    Experience of delivering training, presentations and workshops to a range of audiences  Experience of supporting volunteers  Experience of funding applications and/or reporting |
| Personal |  | A high level of commitment to the values and ethos of LRCC    Demonstrates personal integrity with a ‘can do’ positive attitude  Demonstrates a resilient approach to the workplace, with clear strategies for managing self  Commitment to modelling feminist values and promoting equality and diversity |  |  |
| Other |  | Ability to work flexibly and to do evening and weekend meetings as required by the needs of LRCC    Hold a current clean driving licence and access to a car with business use insurance (currently all work is remote, but in anticipation of further freedom of movement and a phased return to office based working) |  |  |

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

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**Application to Lanarkshire Rape Crisis**

**for the post of**

**Team Leader (Support Services)**

**To be returned to:** [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

**by:** 9am on Wednesday the 9th of December 2020

The boxes will expand if necessary to fit your responses if done electronically. Otherwise please continue on a separate sheet of paper

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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: |
| Do you have any particular requirements to facilitate your access to interview, or relevant to the job, which we need to know about? | YES NO |
| If yes, please give details: |  |

If completing this form electronically, you will be asked to sign a copy of this form if you attend interview.

Signed ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

THIS SHEET WILL BE DETACHED FOR SHORTLISTING

*Office use only / Reference number*……….

*Office use only / Reference number*……….

**Application to Lanarkshire Rape Crisis**

**for the post of**

**Team Leader (Support Services)**

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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 |
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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) training, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant, paying specific attention to each Essential and Desirable points in the person specification as scoring and shortlisting will be based on your answering each point. Shortlisting will be based on the information given in this application so please be explicit and give specific examples from your own practice where helpful. LRCC is a third sector, feminist organisation providing prevention and support services across Lanarkshire. Giving consideration to the personal qualities identified in the job specification, please also tell us why you are applying for this position and why you believe you are the best candidate for this role.** Do not include a CV as this will not be considered. | | | |
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| **Section 6: References** | | | |
| LRCC 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: | | Email:  Address: | |
| May we, with discretion, contact your employer to discuss this reference:  Yes | |
| **Reference 2: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: | |
| **Reference 3: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes | |

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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. Offers of employment will be subject to satisfactory references, a PVG check and compliance with UK working restrictions. I realise that false information or omissions may lead to dismissal without notice.  Signature: (Electronic will suffice)  Date: |

Applications will be retained for a 6 month period following the deadline and the successful applicant’s data will be dealt with in line with our GDPR & HR policies.