

**21st December 2020**

Dear Applicant,

**Vacancy: National Training Coordinator**

Thank you very much for your interest in working with Rape Crisis Scotland. I am enclosing:

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

Further information about Rape Crisis Scotland is available from our latest annual report <https://www.rapecrisisscotland.org.uk/publications/1575640991_RCS-Annual-report-2018-2019-6.pdf> and on our website [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is 9am Wednesday the 20th of January 2021**.** 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 22nd of January, and we anticipate interviews will take place on the 29th of January on zoom.

Please note that we do not accept CVs. The full application form should be completed and emailed to [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@rapecrisisscotland.org.uk). The completed equal opportunities monitoring form should be completed online at <https://www.surveymonkey.co.uk/r/KP8L5HK>

We welcome applications from a diverse range of candidates, especially women of colour and women underrepresented in the workforce. 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 contact me on [Sandie.barton@rapecrisisscotland.org.uk](mailto:Sandie.barton@rapecrisisscotland.org.uk)

Best wishes,

Sandie Barton

Director of Operations

Background

Rape Crisis Scotland is the national organisation working in Scotland on sexual violence.

We:

* Work to improve societal, legislative and organisational responses to sexual violence
* Work in partnership with the 17 local Rape Crisis Centres in Scotland
* Oversee the National Advocacy Project supporting survivors engaging with the criminal justice process
* Work to prevent sexual violence, overseeing the National Prevention Programme with young people as well as specific prevention programmes with schools, Universities & Colleges
* Run the National Helpline
* Work in partnership on the Scottish Women’s Rights Centre

This November we were successfully awarded Tampon Tax funding from the UK Government for 2020-2022. This fund will increase support capacity with a focus on access & inclusion across all 17 Rape Crisis Centres and the National Helpline, as well as increasing knowledge exchange and shared best practice through the development of a Knowledge Hub, Accredited Training and an Evaluation of Rape Crisis Support. This post is a key focus of this funding and will take forward work which has been identified as a priority in our strategic plan. The post is funded until June 2022 with this funding stream, but we will be seeking further funding beyond this.

COVID

Whilst our office base is in central Glasgow due to current covid restrictions we are all (bar the helpline) currently working remotely. We anticipate this to be the case for some time and anticipate blended working to remain for the foreseeable future.

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| Job Title:  Salary scale:  Hours:  Annual leave:  Pension Entitlement: | National Training Coordinator Starting salary £30,251 **Full time – 35 hours per week**  **30 days annual leave plus 12 days public holidays** An employer’s contribution of 8% is payable |
| Core Purpose  of Job | The National Training Coordinator will lead on the development of an accredited modular programme for the induction and specialist training of workers and volunteers across the network, scoping the current provision, the needs of the network, staff & volunteers, and working with an accredited learning provider to develop a suitable, sustainable and costed framework and method of delivery.  The postholder will work alongside others at RCS to look at the training needs of RCS & the 17 member Rape Crisis Centres across Scotland. This will focus on specific work programmes; such as looking at the needs of workers in the National Advocacy Project who support survivors engaging with the criminal justice process.  The postholder will work with Rape Crisis Centres across Scotland to devise and deliver bespoke training internally to RCS and member Centres, as well as to external stakeholders, promoting best practice on trauma informed practice working with survivors of sexual violence.  The postholder will also consult with survivors engaged with participative work within the Rape Crisis network to consider their learning & development needs and ensure their voices and experiences are embedded within our training approaches. |

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| Organisational Position | The National Training Coordinator reports directly to the Director of Operations. |

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| Key Outcomes | |
|  | Scope, and develop an accreditation framework for Rape Crisis training in Scotland, in consultation with Rape Crisis Centres, a recognised accrediting body, and in line with Rape Crisis Service Standards, The National Trauma Training framework and Equally Safe in Practice.  Liaising with others at RCS, member centres and external stakeholders, continue to develop, deliver, evaluate and refine Rape Crisis training to ensure the delivery of high quality trauma informed training on sexual violence for internal and external audiences.  Work as part of the wider Rape Crisis Scotland team to maintain a healthy organisational culture reflecting the values of RCS encompassing safe, positive and constructive relationships, shared commitment to respect and equality, fair and equal treatment, good communication and anti-discriminatory practice. |

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| Authority levels | |
| Financial and tangible resources | You commit everyday expenditure (such as travel and subsistence) within the limits defined in the staff handbook and in your individual budget.  You discuss and agree higher levels of expenditure (such as training courses, resources, events and development costs) with the Director of Operations. |
| People | There are no line management responsibilities associated with this post. |

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| Accountability | |
| Freedom to act | You have autonomy to identify your own work priorities within the framework of your job description, workplan, project outcomes and the Rape Crisis Scotland strategic plan.  The Director of Operations as your line manager provides you with support and supervision in order to carry out your role. |
| Risk management | You advise the management team of any risks perceived. |
| Level of problem-solving required | You regularly apply creative and responsive approaches to plan training and development activities within time and resource constraints. You need to develop cooperative and constructive working relationships with a range of partners and stakeholders to share understanding and overcome barriers to access. |

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| Communication | |
| Subject complexity and expertise | You need to understand and translate evidence based research and practice into training materials which fit the context of the Rape Crisis network’s support and practice environment. You need to translate materials into learning outcomes and fit to accreditation frameworks and the needs of external stakeholders. |
| Contact inside the organisation | You work cooperatively and effectively across teams within the organisation to enhance shared work and aims. You work in a way which is conducive to your own and your colleagues’ wellbeing at work, addressing any concerns or difficulties you encounter appropriately and constructively. |
| Contact outside the organisation | You liaise, consult and engage with a range of stakeholders including Rape Crisis centres, Rape Crisis England & Wales, the NES National Trauma Training leads and other practitioners in relevant fields, survivors, and training attendees. You communicate clearly, sensitively and effectively on issues relating to sexual violence to increase others’ knowledge, understanding and skills. You can engage a variety of audiences and work in challenging enviroments with participants who may not share the same values or ethos. |

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| Competencies required | |
| Core Competencies | * Ability to coordinate activities effectively with others * Ability to generate and analyse information and perspectives and collaboratively identify best practice or approaches. * Ability to assess and decide content and structure of training and skills development programmes * Skills to deliver engaging and impactful training and education * Ability to identify problems and provide or facilitate effective solutions * Ability to make informed decisions in an appropriate and timely manner * Ability to plan resources and make logistical arrangements effectively * Ability to deliver high-quality outcomes * Able to set own objectives and plan and allocate resources |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1  E2 | Thorough knowledge of issues relating to sexual violence & trauma  Knowledge of support needs of survivors of sexual violence | D1 | Completion of Rape Crisis induction training or other training on sexual violence and gender inequality |
| Skills and  Abilities | E3  E4  E5  E6  E7  E8 | Ability to deliver engaging and impactful training in relation to sexual violence and gender inequality  Skills to engage sensitively and appropriately with survivors of sexual violence  Ability to work collaboratively and effectively with a diverse range of stakeholders  Good communication skills both written and oral  Able to organise and prioritise workload to meet deadlines  Competence in use of IT, for example Word and Excel programmes, email and internet and delivery of Powerpoint presentations |  |  |
| Experience | E9 | Experience of developing written resources and guidance | D2  D3 | Experience of developing accreditation frameworks  Experience of project development & management |
| Values | E10  E11 | Commitment to equality, diversity and inclusive practice  Commitment to working within a feminist organisation |  |  |
| Other |  |  | D4 | Able to work some unsocial hours including occasional evenings and weekends |

**Application to Rape Crisis Scotland**

**for the post of**

**Training and Access Coordinator**

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

**by: 9am Wednesday the 20th of January 2021**

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| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? |
| 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). Please include unpaid work where this is relevant to the post. | | | | | | | | | | | |
| 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**  Please outline how your work experience (including unpaid work) training, skills, knowledge 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 point in the person specification below as shortlisting will be based on your answering each point. Your invitation to interview will be based on the information given in this application so please be explicit and give examples from your own practice where helpful.  E1. Thorough knowledge of issues relating to sexual violence & trauma.  D1 Completion of Rape Crisis induction training  E2 Knowledge of support needs of survivors of sexual violence  E4 Skills to engage sensitively and appropriately with survivors of sexual violence  E3 Ability to deliver engaging and impactful training in relation to sexual violence and gender inequality  D2 Experience of developing accreditation frameworks  E9. Experience of developing written resources and guidance  E5 Ability to work collaboratively and effectively with a diverse range of stakeholders  E6 Good communication skills both written and oral  E7 Able to organise and prioritise workload to meet deadlines  D4 Experience of project development & management  E8 Competence in use of IT, for example Word and Excel programmes, email and internet and delivery of Powerpoint presentations  E10 Commitment to equality, diversity and inclusive practice  E11 Commitment to working within a feminist organisation  D4 Able to work some unsocial hours including occasional evenings and weekends | | | | | | | | | | |  |
| **Section 6: References** | | | | | | | | | | |  |
| Rape Crisis Scotland 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. Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.  I realise that false information or omissions may lead to dismissal without notice.  Signature:  Date: |

Privacy Notice

Rape Crisis Scotland is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently in line with our data protection policy. Please see the online privacy notice for further information.