

**18th December 2020**

Dear Applicant,

**Vacancy: Knowledge Exchange Lead**

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 21st of January, and we anticipate interviews will take place on the 2nd of February 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/KPPYS65>

We welcome applications from a diverse range of candidates, in particular women of colour and those 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

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| Job Title:  Salary scale:  Hours:  Annual leave:  Pension Entitlement: | Knowledge Exchange Lead Starting salary £28,554 pro rata **Part time 14 hours per week**  **30 days annual leave plus 12 days public holidays pro rata** An employer’s contribution of 8% is payable |
| Core Purpose  of Job | The Knowledge Exchange Lead will work with our website provider, RCS colleagues and member Rape Crisis Centres to establish an online Knowledge Hub platform to promote knowledge exchange and best practice in the Rape Crisis movement in Scotland. The post holder will consult on the knowledge and information needs of the network, collate, assess and systematically and sustainably organise the resources in an accessible, user friendly platform.  The hub will also host the Rape Crisis Service Standards interactive platform where Centres & the National Helpline submit their evidence on compliance with the Standards.  The postholder will review and refresh key national guidance documents, in consultation with RCS and member Centres |

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| Organisational Position | The Knowledge Exchange Lead reports directly to the Director of Operations. |

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| Key Outcomes | |
|  | Establish a clear understanding of the information and resource needs of the Rape Crisis network, including board, staff and volunteers.  Liaise with RCS & RC Centres colleagues to collate, assess & coordinate best practice support resources on 1:1 & groupwork with adults and young people affected by sexual violence, their friends and family.  Establish an accessible, well structured and sustainable online platform for effective information management and knowledge exchange within the Rape Crisis movement in Scotland.  Integrate the National Service Standards self assessment & evidence platform within the knowledge hub platform  In conjunction with RCS and Member Centres identify, review and refresh key national guidance documents, and lead on the updating of the Rape Crisis best practice model  Engage and promote national knowledge and learning exchange through the hub and existing networks  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 will work to the key outcomes outlined in your job description, developing a workplan and a timescales for project outcomes.  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 apply an organised approach to your work, within time and resource constraints. You need to develop cooperative and engaging working relationships with a range of colleagues to establish buy in, identify shared understanding and needs and develop collaborative working practice. |

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| Communication | |
| Subject complexity and expertise | You need to understand and translate evidence based research and practice into guidance and practice materials which fit the context of the trauma informed and survivor focused support environment. You need to have a sound understanding of information management and user engagement. |
| Contact inside the organisation | You work cooperatively and effectively with RCS colleagues and a range of colleagues at member Centres 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 number of stakeholders including our website provider, Rape Crisis centres and other practitioners in relevant fields. You communicate clearly and effectively and ensure the values and ethos of the organisation inform your approach. |

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| Competencies required | |
| Core Competencies | * Ability to organise and analyse information and perspectives and collaboratively identify best practice or approaches. * Ability to establish a sustainable framework for quality and version control of information * Identify problems and provide or facilitate effective solutions * Able to make informed decisions in an appropriate and timely manner * Able to work to clear and timely objectives and plan and allocate resources accordingly |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1  E2  E3 | Understanding of feminist analysis of gender based violence (GBV)  Knowledge of issues relating to sexual violence & trauma  Knowledge of support needs of survivors of sexual violence | D1 | Completion of Rape Crisis training or equivalent sexual violence or gender equality training |
| Skills and  Abilities | E4  E5  E6  E7  E8 | Good communication skills both written and oral  Able to develop written resources and guidance  Able to organise and prioritise workload to meet deadlines  Ability to take a teamwork approach  Competence in use of IT |  |  |
| Experience |  |  | D4 | Experience of project development |
| Values | E9  E10 | Commitment to equality, diversity and inclusive practice  Commitment to working within a feminist organisation |  |  |

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 enhancing sharing of best practice across the network. The post is funded until June 2022.

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.

The 14 hours of this post could be worked in a variety of ways. This can be discussed at interview.

**Application to Rape Crisis Scotland**

**for the post of**

**Knowledge Exchange Lead**

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

**by: 9am Wednesday 20th 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/Y | To  DD/MM/Y |
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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, knowledge, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant. 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, eg it is not enough to say I know about x, please explain what you know and how you’ve learned it or put it into practice. .  E1 Understanding of feminist analysis of gender based violence (GBV)  D1 Completion of Rape Crisis training or equivalent sexual violence or gender equality training  E2 Knowledge of issues relating to sexual violence & trauma  E3 Knowledge of support needs of survivors of sexual violence  E4 Good communication skills both written and oral  E5 Able to develop written resources and guidance  E6 Able to organise and prioritise workload to meet deadlines  D4 Experience of project development  E7 Ability to take a teamwork approach  E8 Competence in use of IT  E9 Commitment to equality, diversity and inclusive practice  E10 Commitment to working within a feminist organisation | | | | | | | | | | |  |
| **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. 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.