**Western Isles Rape Crisis Centre Manager**

**Job Description**

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| **Salary** | £44,017 (Pro rata) |
| **Hours** | 30 hours per week |
| **Location** | Stornoway, Isle of Lewis (with occasional travel to other parts of the Western Isles) |
| **Length of post** | This post is funded by the Scottish Government until 30 September 2021. In line with all Rape Crisis Centres in Scotland, we are optimistic that this core funding will continue in the new Scottish Government funding round beginning Oct 2021 till 2024. |
| **Responsible to** | Board of Trustees |
| **Responsible for** | All staff and volunteers at Western Isles Rape Crisis Centre |
| **Benefits** | 33 Days Holidays (pro rata) plus public Holidays |
| Employer contribution at 6% to pension fund |

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| **JOB PURPOSE** |
| To be responsible for the delivery of all services provided by WIRCC through inspirational leadership, strategic direction and high-quality management. To develop and maintain good working relationships and influence with stakeholders, the media and the local community in order to raise the profile of the organisation as well as increasing awareness and understanding of sexual violence. Providing strictly confidential support including outreach to survivors of sexual abuse, including adult survivors of childhood sexual abuse, throughout the Western Isles. |

| **Main Duties** |
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| 1. Provide face to face support, home visits, outreach and groupwork sessions to survivors across the Western Isles. This will include occasional overnight travel to other areas of the Western Isles.
2. Under the direction of the Board of Trustees, the manager will take responsibility for the implementation of the strategic plans of the organisation. This will include contribution to ongoing business planning and providing strategic direction to all staff in accordance with WIRCC’s Strategic Plan.
3. The manager will be responsible for ensuring the appropriate structures and mechanisms are in place and working effectively to achieve its stated outcomes and objectives and ensure these are reviewed and amended as needed to drive continuous organisational improvement.
4. Assist the Board to effectively monitor, review and evaluate the organisation’s policies, procedures, risk management, and future development needs. The manager will do so by attending Board meetings, reporting all aspects of strategic and operational planning, management and compliance.
5. Provide assurance through regular monitoring and reporting to the Board of Trustees that the organisation is achieving its stated outcomes and objectives and that planned organisational performance and high-quality delivery are being achieved and communicating organisational risks and challenges in a timely way.
6. Support the Board to develop and maintain appropriate governance structures and engage appropriately with funders, service users, members, staff and other stakeholders. This will include ensuring effective channels of communication between the Board, WIRCC staff and other stakeholders.
7. Work closely with the Board to oversee the management of the organisation’s budgets. This will include taking responsibility for planning, monitoring and devolving budgetary responsibilities as appropriate, as well as ensuring appropriate financial management practices are in place. The manager will also be responsible for the identification of funding gaps and the development of strategies to combat these issues in the form of funding applications, fundraising strategies and working with stakeholders to address the needs of the organisation.
8. Take responsibility for the management and provision of day-to-day services. This will include staff development and support to achieve WIRCC objectives. Delegate tasks appropriately which promote personal development and organisational sustainability across the WIRCC team. Development and maintenance of good communication, cross organisational working, as well as engagement and support from staff and volunteers.
9. Ensure the establishment of mechanisms for valuing and addressing the views of partners, staff, funders and beneficiaries on the organisation’s performance.
10. Enable the organisation to develop and maintain a culture which reflects the values of RCS and WIRCC and affirms that it is a workplace where quality, support, equality, respect and collaboration are recognised as valued and important.
11. Ensure effective service delivery including ensuring all legislative and good practice requirements are followed in relation to HR, Health and Safety, risk assessments and GDPR policies and procedures, including the provision of high-quality support and supervision.
12. Ensure that there are regular, clear and multi-channel internal communications across WIRCC (e.g. team meetings, e-mails etc.) and that staff understand the vision, values and strategy of the organisation and how their work aligns to and supports their implementation
13. Act as the senior representative of WIRCC including the co-ordination and development of WIRCC’s public and media profile. Promote the work of WIRCC in the local and wider community (e.g. providing training and awareness raising), maintaining a positive leadership profile of WIRCC.
14. Promote effective partnership working with key stakeholders, including participation at relevant multi-agency / strategic partnerships.
15. Ensure that principles of equality and diversity are embedded throughout all aspects of WIRCC operational and organisational activities. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the service.
16. Model a resilient approach to working in the service demonstrating the importance of self-care and boundary setting.
17. Show a commitment to ongoing personal development.
18. Perform other duties as reasonably required by the Board of Trustees.
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| This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job. |

**Person Specification**

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|  | **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** |
| **Professional / Educational Qualifications** |  | * Relevant management qualification e.g., SVQ 4 Leadership and Management for Care Services (LMCS)
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| **Relevant work / other experience** | * At least 2 years in a senior management position
* Experience of supporting survivors of sexual violence with proven experience of ability to manage caseloads and facilitate group work
* Ability to travel across the Western Isles to provide support
* Ability to undertake occasional mainland travel to attend training and networking meetings.
* Experience of preparing and delivering business plans and strategies
* Experience of partnership working with external organisations, funders and policy makers
* Experience of preparing funding applications and fundraising.
* Experience of financial management, budget setting and maintenance and using accounting software
* Experience of good leadership and governance
* Experience of using a collaborative management style
* Experience of delivering a healthy and safe workplace
* Experience of developing and implementing legislative based policies and procedures
* Proven evidence of effective time management and prioritisation in relation to competing workload responsibilities.
* Experience of using IT and technology to enhance organisation and personal performance.
 | * Experience of working in the violence against women field
* Understanding of feminist governance
* Knowledge of cultural and restrictive challenges within the Western Isles.

 * Knowledge of alternative therapies and/or holistic practices
* Certificate in counselling skills
* Experience of training volunteers.
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| **Skills & Knowledge** | * Excellent track record in delivery of services, ideally in not-for-profit sector
* Clear articulation of an understanding and commitment to a feminist analysis of gender-based violence.
* Excellent interpersonal skills with a wide variety of people including staff, service users, funders, volunteers and partner organisations
* Understanding of qualitative and quantitative monitoring and reporting.
* Good planning, organisational and prioritisation skills.
* Excellent communication, numeracy, literacy and IT skills
 | * Knowledge of the national and local strategies on violence against women
* Understanding and knowledge of Child & Adult Protection Legislation.
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| **Personal Qualities** | * An interest in social justice and a genuine desire to support those affected by rape, sexual abuse and/or exploitation.
* A commitment to the values and work of Western Isles Rape Crisis Centre and Rape Crisis Scotland.
* Demonstrates a resilient approach to the workplace and has clear strategies for managing self.
* Evidence of a ‘can-do’ attitude, with the ability and willingness to problem solve, involving others when necessary.
* High level of personal commitment to equality and diversity, and ability to work with partners and colleagues from a wide range of backgrounds.
* Demonstrates a commitment to continuous professional development
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| **Additional Job Requirements** | * Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory scheme record and/or scheme record update.
* Ability to work flexibly to meet the needs of WIRCC
* Full UK drivers licence and access to own vehicle.
* All candidates must have the right to work in the UK.
* Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. Due to contact with service users the post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e).
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