**Western Isles Rape Crisis Centre**

**Job Application Form**

**Western Isles Rape Crisis Manager**

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| **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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| **QUALIFICATIONS AND TRAINING**  **(only enter those qualifications and/or training necessary or relevant to the job)** | | |
| Qualification/Training | Subject | Completion Date |
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| **CURRENT EMPLOYMENT DETAILS** | | |
| Name of Current Employer:  Address: | Date commenced employment: | |
| Job title: | Notice required: |  |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: | | |

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| **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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| Western Isles Rape Crisis Centre wishes to compare your experience, skills and knowledge with the requirements set out in the Person Specification. You should therefore try to show in the following part of the form how you satisfy these requirements. This does not necessarily have to be from paid work and can be from other experience. The selection panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.  **Please do not include a CV as this will not be considered.** |

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| **PROFESSIONAL/EDUCATIONAL QUALIFICATIONS** | **DETAIL** |
| **Desirable** | |
| Relevant management qualification e.g., SVQ 4 Leadership and Management for Care Services (LMCS) |  |

| **RELEVANT WORK/EXPERIENCE** | **DETAIL** |
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| **Essential** | |
| 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. |  |
| **Desirable** | |
| 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 |  |

| **SKILLS & KNOWLEDGE** | **DETAIL** |
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| **Essential** | |
| 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 |  |
| **Desirable** | |
| 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** | **DETAIL** |
| **Essential** | |
| 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 |  |

| **ADDITIONAL JOB REQUIREMENTS** | **DETAIL** |
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| **Essential** | |
| 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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| **REFERENCES** | | | |
| Western Isles Rape Crisis Centre 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** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your employer to discuss this reference:  Yes/No | |
| **Reference 2** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes/No | |
| **Reference 3** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes/No | |

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| **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 Signatures will be accepted)*  **Date:** |