23/06/2021

Dear Applicant,

**Vacancy: SWRC Advocacy Worker (17.5hrs) for the RISE@SWRC pilot project**

Thank you very much for your interest in working with Rape Crisis Scotland (RCS) and the Scottish Women’s Rights Centre (SWRC).

***RCS is committed to a diverse and inclusive workplace and welcomes applications from women or colour and women with lived experience relevant to this project.***

I am enclosing:

* Background Information
* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Online Form Link

Further information about the SWRC can be found at [www.scottishwomensrightscentre.org.uk](http://www.scottishwomensrightscentre.org.uk) and further information about Rape Crisis Scotland can be found at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is 12pm on Mon 12th July 2021. Interviews will be held on Monday 19th July 2021 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 Wed 14th July 2021.

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

**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 my colleague: Natalia@scottishwomensrightscentre.org.uk

Best Wishes

Katy Mathieson

SWRC Co-Ordinator



**Background Information:**

The Scottish Women’s Rights Centre (SWRC) is a unique collaboration between Rape Crisis Scotland (RCS), our legal service provider JustRight Scotland (JRS) and the University of Strathclyde Law Clinic (USLC). The SWRC also has an Advisory Group made up of key stakeholders within the legal and rights sector within Scotland.

The SWRC provides free, specialist legal information, advice, advocacy and representation to women in Scotland (aged 16 and over) who have been affected by gender based violence. The SWRC aims to test small scale innovations and share good practice and learning through public legal education.

The SWRC strives to fill the gap that exist between women’s experiences of gender based violence and their ability to access justice. Women survivors contacting our services often do so for rights based advice in relation to experiences including:

* + sexual offences, including rape and sexual assault;
  + domestic abuse;
  + harassment;
  + stalking ;
  + human trafficking;
  + forced marriage;
  + FGM;
  + legal rights of a woman involved in the dissolution of a relationship where there has been gender based violence; and
  + reporting a crime of violence through the criminal justice process.

SWRC services seek to address initial legal information needs through our helplines, with legal advice being available through our legal surgeries. We are also able to provide some free legal representation in cases where there is unmet or complex legal need (as determined by our Take On process). SWRC services include:

* Daily helplines offering legal information to women survivors of GBV across Scotland
* Weekly legal surgeries offering legal advice
* Representation accessed through our Take On process
* Advocacy support to women who the SWRC is representing to address non legal needs and facilitate engagement in the civil legal process
* FollowIt App – an incident recording app for women survivors of stalking in Scotland

Wider Remit of the SWRC

The SWRC is committed, as part of its wider policy remit, to improve outcomes for women who have experienced violence through contribution to policy, research, information and training. The SWRC website and social media seeks to improve awareness and promote access to our services including the production of legal guides and information and access to FollowIt app.

For more information on the SWRC please visit our website at: [www.scottishwomensrightscentre.org.uk](http://www.scottishwomensrightscentre.org.uk)

Improving Access

The SWRC is committed to identifying and addressing barriers that impact on women’s access to justice and to improve accessibility to our services for women who may currently be under represented. To improve access to SWRC services for women survivors of gender based violence who are or have been involved in selling or exchanging sex; the SWRC will pilot the provision of dedicated resources offering tailored legal information, advice, advocacy and access to the SWRC Take On process for representation through the RISE@SWRC pilot project

The RISE@SWRC Pilot Project

The RISE@SWRC (Rights, Information, Support, Empowerment) Pilot Project has been funded by the Scottish Government until **31/3/2022** to deliver legal information, advice and advocacy services to women who are or have been involved in selling or exchanging sex.

Pilot Mission statement:

To improve access to the SWRC services for women survivors of GBV who are involved in selling or exchanging sex

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| **Aims** | **Objectives** |
| Women who are involved in selling or exchanging sex are aware of their rights and how to exercise them in relation to experiences of GBV | * Delivery of monthly webinars targeted to survivor needs * Development of legal information factsheets and guides * Delivery of legal advice surgeries * Access to SWRC/JRS Take On process * Communications strategy * Engagement with key partners across the sector |
| To identify and address barriers to promote access to SWRC services for women survivors of GBV involved in selling or exchanging sex | * Engagement with lived experience working group and lived experience partner agencies on project development, implementation and evaluation * Advocacy support to facilitate engagement with SWRC and non SWRC services * Engagement with key partners across the sector to promote access to SWRC services * Communications strategy |
| To inform and support the development of good practice responses for women survivors of GBV involved in selling or exchanging sex | * Advocacy support to facilitate engagement with relevant services * Police consultancy to support the development of practice * Policy remit * The RISE@SWRC pilot project will be evaluated, learning from this and from the delivery of services will be shared with key partners to inform future provision |

Rape Crisis Scotland

RCS along with our partners at JRS and USLC is responsible for the funding and development of the SWRC services. RCS was set up in 2003 and is the national office for the rape crisis movement in Scotland which began 40 years ago. We work in partnership with the 18 local Rape Crisis services and our key aim is to prevent sexual violence in all its forms. We work to:

* Challenge prejudicial attitudes towards sexual violence
* Improve societal, legislative and organisational responses to sexual violence
* Undertake awareness raising and prevention work
* Ensure survivors have access to high quality, inclusive and responsive support
* Be a source of knowledge, information and specialism

For further information on the work of RCS please visit our website at: [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)



**SCOTTISH WOMEN’S RIGHTS CENTRE JOB DESCRIPTION**

TITLE: Advocacy Worker for the RISE@SWRC pilot project

HOURS: 17.5 hours a week

SALARY: £28,554 (pro rata)

PENSION ENTITLEMENT An employers contribution of 8% is payable

ANNUAL LEAVE ENTITLEMENT 30 days annual leave and 12 days public holidays(pro - rata)

RESPONSIBLE TO: SWRC Co-ordinator

**Purpose of the post**

The overall aim of this post is to provide support and advocacy to survivors of Gender Based Violence (GBV) who have been or are involved in selling or exchanging sex, to assist them in accessing legal information, advice or representation from SWRC solicitors. The RISE@SWRC pilot project has been funded until 31/3/2022.

* It is the nature of work at SWRC that task and responsibilities in many circumstances are unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so those tasks, which are not specifically covered in their job description, are undertaken.  These additional duties will normally be compatible with the regular type of work required by the post.  If the additional responsibility or tasks become a regular or frequent part of the employee’s job, it will be included in the job description in consultation with the employee.
* All RCS employees are expected to practice and promote equitable, accessible and non-discriminatory approach to work at all times.

**A Summary of main responsibilities and activities**

1. Provide advocacy support to women survivors of gender based violence (GBV), who are or have been involved in selling or exchanging sex; to assist them in accessing legal advice or representation from SWRC solicitors
2. Provide advocacy support to women who are or have been involved in selling or exchanging sex, that SWRC solicitors are unable to represent; to assist them to access services and/or identify alternative representation
3. Provide advocacy support to survivors of GBV, who are or have been involved in selling or exchanging sex, including access to follow on services
4. Provide advocacy support to women participating in Lived Experience work to inform the RISE@SWRC pilot
5. To improve awareness of access to justice with professionals who have a supporting role for women survivors of GBV, who are or have been involved in selling or exchanging sex
6. Work in partnership with relevant agencies to enhance responses for survivors of GBV, who are or have been involved in selling or exchanging sex
7. To contribute to the staffing of the SWRC Advocacy helpline
8. To enhance access to justice for women survivors of stalking through the delivery of FollowIt App
9. To accurately record contacts and relevant information on the SWRC case management system following SWRC protocols and procedures
10. Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors of GBV, who are or have been involved in selling or exchanging sex; including production of statistical data and participation in any evaluations which may be commissioned
11. Attend training as required
12. Participate in regular support and supervision sessions
13. Participate in team meetings
14. Any other duties that are relevant to the post

**B Summary of general responsibilities**

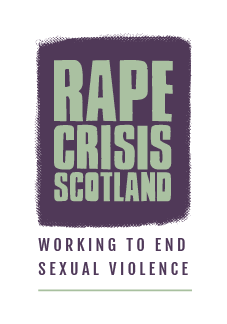
* To work independently but also collaboratively with other members of the SWRC team and our collaboration partners.
* To complete other tasks necessary to contribute to the operational management, sustainability and development of SWRC in the pursuit of its strategic goals.
* To prioritise work effectively and ensure that work is completed professionally and to high standards.
* To ensure that an inclusive approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of RCS and SWRC values of collaboration, social justice, inclusion, empowerment, and innovation.

* To conduct all work in line with RCS and SWRC policies and procedures, including our Equalities and Diversity Policy.



**Person Specification: SWRC Advocacy Worker for the RISE@SWRC pilot project**

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| Criteria | Essential | Desirable |
| Knowledge & Understanding | A feminist analysis of gender based violence (GBV)  Understanding of the impact of GBV  Understanding of the factors which may lead women to become involved in selling or exchanging sex  Understanding of the factors which may inhibit women from leaving the sex industry if/when they wish to do so  Understanding of the barriers women who are or have been involved in selling or exchanging sex experience when engaging with services  Knowledge of specialized services available to women involved in selling or exchanging sex  Knowledge of the civil and criminal justice process  Understanding of the factors that may help or hinder engagement with the civil and criminal legal process | Some knowledge of Scottish legislation, policy and government strategy in relation to GBV  Understanding of independent advocacy principles  Understanding of the legal options and remedies available to survivors of GBV |
| Experience | Experience of providing advocacy, crisis, emotional and practical support and information in a relevant sector such as VAW, homelessness or addictions  Experience of multi-agency working at a case level | Experience of working with women affected by GBV  Experience of developing information resources  Experience of delivering training or awareness raising sessions  Lived experience relevant to the RISE@SWRC pilot project |
| Skills & Abilities | Excellent communication and negotiation skills.  Excellent organisational skills.  Skilled in use of IT e.g. for case notes, email, internet searches.  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies. | Monitoring and evaluation skills  Report writing skills |
| Qualifications |  | Rape Crisis Scotland; Violence Against Women or Gender Based Violence training. |
| Other | Commitment to equality & diversity and anti-discriminatory practice.  Ability to work flexibly and to do evening /weekend work as required.  Ability to meet the travel requirements of the post |  |



Application to Rape Crisis Scotland

for the post of SWRC Advocacy Worker (17.5hrs) for the RISE@SWRC pilot project

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

**by:** 12pm on Monday 12th July 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? yes/no |
| 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). Your referees should be your line manager / former line manager. If this is not possible please explain why. | | | | | | |
| 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 the 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**. Do not include a CV as this will not be considered. | | | |
| **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/no | |
| 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:  Yes/no | |
| 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/no | |

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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. I realise that false information or omissions may lead to dismissal without notice.  Signature:  Date: |

For more information on how we use and store your data please refer to our privacy policy https://www.rapecrisisscotland.org.uk/privacy/ . 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.