

September 2021

Dear Applicant,

Vacancy: Administrator

Thank you very much for your interest in working with Fife Rape and Sexual Assault Centre

I am enclosing:

- FRASAC Background Info
- FRASAC Vision and Values
- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form

Further information about our organisation's work is available on our website.

Please note that the deadline for completed applications is **Midday Friday 1st October 2021**. Interviews will be held **w/c 11th October 2021**. Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by **Thursday 7th October 2021**.

Please note that we do not accept CVs. The full application form should be completed and emailed to fiona.speirs@frasac.org.uk. The completed equal opportunities monitoring form should be returned separately by post to:

FRASAC
38/40 High Street
KIRKCALDY
Fife
KY1 1LU

We look forward to receiving your application, in the meantime, if you have any queries please contact me on 07808 641722.

Best wishes,

Fiona Speirs
Operations Manager

Fife Rape and Sexual Assault Centre
38/40 High Street Kirkcaldy, KY1 1LU

We are a Fife wide independent charitable organisation providing free, confidential information, counselling and support to anyone affected by rape and sexual assault at some time in their lives.

Requires
Administrator
17.5 hours per week

£21840 pro rata

A highly motivated and energetic individual is required to provide direct support services throughout Fife to survivors of rape and sexual assault.

Please note the working pattern for this role is:
4 x 4 hour days & 1.5 hours Friday

Only women need apply under Schedule 9, Part 1 of the Equality Act 2010
The successful candidate will be subject to an enhanced PVG check

Any queries regarding these posts can be directed to fiona.speirs@frasac.org.uk

Closing date for applications: 12 noon Friday 1st October 2021
If you are shortlisted, you will be contacted by: Thursday 7th October 2021
Interviews will take place w/c 11th October 2021

FRASAC Background Information

FRASAC is a Fife Wide independent charitable organisation providing free confidential, counselling, support and advocacy to anyone affected by rape and sexual assault at some time in their lives. FRASAC also provides Prevention work within schools and other community groups that work with young people under the age of 25 years.

Fife Rape and Sexual Assault Centre were established in 2000 providing telephone support. In 2003 we developed further and were in a position to start providing face to face support services.

The project was created through a service gap being identified and in 2003 and funding was secured through Fife Council to employ a development worker. In 2004 we were awarded further funding from Scottish Executive (Rape Crisis Specific Funds) which allowed us to employ a full time support worker. This led to the expansion of one to one services.

With the continued funding from Scottish Executive and Fife Council FRASAC staff structure developed and by the end of 2005 we had a full time Centre Manager- with responsibility for the development and monitoring of services, training, campaigning, networking and direct service delivery. We also had a full time dedicated support worker, providing a variety of direct support to service users.

Violence against Women's funding in 2006 allowed us to expand further with the introduction of a Young Person's Project for people aged between 12 and 25 years of age. Due to increased funding in 2008 we were in a position to further expand the young person's project.

Continued support from Scottish Government and Fife Council has allowed FRASAC to continue delivering quality support services to survivors of Rape and Sexual Assault in Fife and in 2012 FRASAC were in a position to start offering service users counselling by qualified staff and counselling trainees.

In 2013 Rape Crisis Scotland applied for funding through Third Sector Early Intervention Fund to provide Prevention Worker posts throughout Scotland. This has allowed us to deliver prevention work to young people within Fife.

Rape Crisis also secured funding from the Justice Fund in 2015 which allowed us to employ a full time support and advocacy worker.

FRASAC are regularly involved in the delivery of training to other agencies and also raise awareness within the community on the issues and impact of sexual violence. FRASAC are currently a member of Rape Crisis Scotland and have achieved the Rape Crisis Scotland National Service Standards.

FRASAC Mission Statement, Vision and Values

Mission Statement

Working together to end sexual violence and ensure that quality services are accessible.

Fife Rape and Sexual Assault Centre provides Fife wide free, confidential information, advocacy and support to anyone, aged 12+, affected by sexual violence, including family, friends and other supporters.

We promote prevention through our work in education and promote learning around the impact of sexual violence locally and nationally.

Vision

- Prevention – to change societal attitudes and beliefs through awareness raising events, campaigns and education as well as working in collaboration with relevant agencies to eliminate gender based violence.
- Provision- to continually grow and adapt our services aiming to be inclusive and welcoming to all, regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, gender identity, intersex status or sexual orientation.
- Participation – overcoming all barriers to give survivors a voice through the promotion of service user involvement
- Protection –prioritise health, wellbeing and provide hope and a safe place to recover and thrive.

Values

- A recognition that all forms of sexual abuse are acts of violence, involving the abuse of power and control.
- Recognition that perpetrators of sexual violence are responsible for their decisions and therefore it is appropriate that perpetrators be held accountable.
- A commitment to a partnership and collaborative approach with other key agencies towards instigating real and profound change.
- A commitment to constructive, accountable and transparent leadership.
- Feminist, human rights and equality based ideological foundations.
- Striving for the creation of a society that accepts responsibility for the eradication of all forms of sexual violence.

FRASAC

ADMINISTRATOR JOB DESCRIPTION

Job Title:	Administrator
Responsible to:	Office Manager
Salary:	£21,840 pro rata
Hours of Work:	17.5 hours per week, with occasional evening work. Time off in lieu will be granted for any overtime worked.
Location:	38/40 High Street, Kirkcaldy, KY1 1LU 189A High Street, Kirkcaldy, KY1 1JA
Leave Entitlement:	25 days' annual leave and 12 public holidays pro rata.

Main Functions

1. General office duties, including typing of letters, reports, minutes of meetings, database and all routine correspondence.
2. Photocopying, filing, mailing and stationery ordering.
3. Manage and co-ordinate appointments for access to support and groups.
4. Welcome service users and all other callers to project.
5. Answer incoming telephone calls and direct as appropriate.
6. Collate monthly statistics of Project
7. Update and Maintain Social Media
8. Other duties as may be required.

Other Responsibilities

1. Safekeeping of confidential information at all times.
2. Adhere to all FRASAC's policies and procedures.
3. Ensure clear, accurate and confidential records relevant to the work of FRASAC are kept.
4. Secure premises and contents as necessary.

Person Specification: Administrator

	Essential	Desirable	Method Assessed
Professional Qualification	HND in Office Administration or equivalent		Application Form/ Interview
Relevant Work/ Other Experience		<p>Knowledge of issues affecting survivors of childhood sexual abuse and rape and sexual assault.</p> <p>Experience of working in the voluntary sector.</p>	Application/ Interview/ Reference
Skills and Abilities	<p>Excellent communication, interpersonal and written skills</p> <p>Excellent keyboard skills and a sound working knowledge of Microsoft Office</p> <p>Ability to work with sensitive and confidential issues</p> <p>Ability to update and maintain social media</p> <p>Ability to work as part of a team</p> <p>Ability to work autonomously while mindful of accountability</p>		Application/ Interview/ Reference
Personal Qualities	<p>Non-judgmental attitude</p> <p>Motivated, enthusiastic and good sense of humour</p>		Interview/ Reference

Fife Rape and Sexual Assault Centre (FRASAC)

Policy on the Recruitment of Ex-offenders and secure handling etc. of Disclosures

This document does not form part of your contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that organisational needs are met. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Aim of Policy

The aim of this policy is to state FRASAC's approach towards employing people who have criminal convictions and to ensure consistent and fair practices are implemented in the recruitment of staff and volunteers who have a criminal record to paid/unpaid posts within FRASAC. The policy also sets out our approach to dealing with confidential disclosure information.

FRASAC is committed to equality of opportunity for all job applicants and aims to select people for employment on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. FRASAC will therefore consider ex-offenders for employment on their individual merits. Our approach towards employing ex-offenders differs; however, depending on whether or not the job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Please also refer to page 2 for further information).

Having a criminal record will not necessarily debar an individual from working with FRASAC. This will depend on the nature of the position, together with the circumstances and background of the offence(s).

FRASAC will ensure that all of our staff involved in the recruitment process are aware of this policy.

Advertising, Application pack & Interview procedures:

All applications forms, job adverts, careers literature, web-site and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position at FRASAC. Please refer to the Disclosure Scotland section within the policy for further information.

At interview or in a later separate discussion, FRASAC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

When receiving a Disclosure which shows a conviction, FRASAC will take into consideration:

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The nature of the offence revealed. Specifically, if a sexual offence is revealed.

FRASAC will contact Disclosure Scotland for further information on the Act under which the offence has been committed. If the offence falls under the Civic Government (Scotland) Act (Section 46) and therefore relates to soliciting, FRASAC will not discriminate against an applicant on these grounds.

- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changes since offending took place

Jobs covered by the Rehabilitation of Offenders Act 1974

FRASAC will not automatically refuse an individual employment because they have a previous criminal conviction.

During job interviews, FRASAC will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied the selection panel will review the individual circumstances of the case. Depending on the circumstances of the convictions, the interview panel may, at its discretion, decline to select the individual for employment.

If an employee is charged with, or found guilty of a criminal offence during the course of their employment with FRASAC, they will be required to immediately inform their Line Manager. FRASAC will review the circumstances of the case the employee's contract of employment with FRASAC may be terminated in line with the appropriate procedures. (Please refer to the Disciplinary Policy).

In addition, if FRASAC have investigated and concluded that an employee may have behaved in a harmful way towards a person or persons in a vulnerable group, FRASAC will be obliged to report this to Disclosure Scotland.

Jobs that are exempt from the Rehabilitation of Offenders Act 1974

If the vacancy is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, FRASAC will require the applicant to disclose all convictions, whether spent or unspent unless the conviction is classed as 'Protected' (i.e. minor historical convictions). Even in these circumstances, however, FRASAC will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied

A full list of convictions that must be disclosed and convictions that should be disclosed subject to rules is available on the Disclosure Scotland website:
www.disclosurescotland.co.uk.

Furthermore, if the job is exempt, FRASAC will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The preferred applicant will be required to be a member of the Protecting Vulnerable Groups (PVG) Scheme.

If the successful candidate is already a member of the PVG Scheme, FRASAC will request a 'Scheme Record update' to check their membership and vetting issues after a conditional offer of employment has been made. If the successful candidate is not a member of the PVG Scheme, a conditional offer of employment will be made dependent on them becoming a member of the scheme and having a satisfactory scheme record.

Disclosure Scotland Check (PVG Scheme):

FRASAC complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure

Scotland under Part V of the Police Act 1997 ("the 1997 Act"), for the purposes of assessing applicants' suitability for employment purposes & voluntary positions.

FRASAC also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the secure handling, use, storage, retention and disposal of Disclosure information. This policy is available to anyone who wishes to see it on request.

FRASAC will undertake to discuss any matter revealed in a Disclosure with the candidate of that Disclosure before considering withdrawing a conditional offer of employment. Note that FRASAC is only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

FRASAC will use Disclosure information only for the purpose for which it has been provided, and we will ensure that it is not used or disclosed in a manner or for a purpose incompatible with that purpose.

FRASAC will hold and process personal data only with the express consent of the individual.

FRASAC will notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the data controller, the purpose for the processing, and any further relevant information.

Data Protection

FRASAC also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This policy is available on request.

Storage and Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, filing cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of Police Act 1997 and other related law, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

Retention

FRASAC do not keep Disclosures or Disclosure information for any longer than is required after the recruitment (or any other relevant) decision has been taken. In general, this is no longer than 90 days. This is to allow the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances which justify longer retention FRASAC will consult with Disclosure Scotland about this. The same conditions relating to secure storage and access will apply during any such period.

FRASAC will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by shredding. FRASAC will ensure that Disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack).

Useful links:

- Disclosure Scotland Code of Practice: <http://www.disclosurescotland.co.uk/>
- Data Protection Act 1998: <http://www.legislation.gov.uk/ukpga/1998/29/contents>
- Police Act 1997: <http://www.legislation.gov.uk/ukpga/1997/50/contents>

Related Policies:

- Recruitment and Selection
- Equal Opportunities
- Confidentiality
- Adult Protection
- Data Protection
- Disciplinary