**SUPPORT AND ADVOCACY WORKER (BME COMMUNITY)**

**JOB DESCRIPTION**

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| Number of Hours: | 21 hours per week |
| Contract duration:  Salary: | To 30th September 2023  £27,033 - £29,445 |
| Accountability of post: | The post holder will be line managed by and accountable to the Project Team Leader for the performance of the tasks described below. |
| Location of post: | 30 Bell Street, Glasgow and community outreach areas |

**ABOUT THIS ROLE**

*This is a key role in Glasgow and Clyde Rape Crisis Centre’s service that provides specific support and development services to girls and women from Black and Ethnic Minority Communities. The role requires a strong commitment to anti-discriminatory and equalities work and must demonstrate experience of working directly with girls and women from BME communities. The post holder will be comfortable and confident in representing the service externally across agencies as well as at community level. Experience and understanding of working within an organisation that operates within a feminist, equalities and human rights framework is preferable for this role. Joining an already established team, this role will work to the Team Leader for the Project, whilst also being accountable for maintaining and applying the values, principles and competences for the role to the Director of the Centre.*

*This role is possible due to funding received from Delivering Equally Safe.*

**MAIN TASKS AND RESPONSIBILITIES:**

1. To offer direct support to women and girls from BME communities who have experienced any form of sexual violence, at any time in their lives, in the form of telephone support, face to face support, groupwork, email support or other form of communication where necessary, including the use of interpreters and telephone interpreting services.
2. To liaise with external agencies for the purpose of referrals coming in to or being made from the Ruby Project.
3. Link with relevant agencies to promote the support service, including health services, police and support agencies as appropriate.
4. Participate in regular support and supervision sessions with the line manager and prepare regular reports, including statistical data.
5. Attend internal meetings as required and appropriate to the post.
6. Participate in an ongoing programme of training and continuing personal development to ensure that support skills are up to date.
7. Participate in new volunteer training and other internal or external training as required.
8. As directed by the Project Team Leader, to attend meetings of relevant operational networks, partnerships or groups so that links with other organisations can be made or strengthened and the needs of survivors met.
9. To participate in new volunteer training, external training and education work as required.
10. To record and file all statistics/information pertaining to support as required by the Glasgow and Clyde Rape Crisis.
11. To comply with GCRC’s Operational and Professional Practice Policies and Procedures.
12. To adhere to the values, competencies and performance framework of the organisation.
13. To uphold GCRC’s reputation as a positive ambassador and in representing organisational positions.
14. To participate in ongoing training as provided by GCRC and to take responsibility for ongoing continued personal development including accessing external support.
15. Any other duties that are relevant to the post of support worker and agreed with the line manager.

*With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.*

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**PERSON SPECIFICATION**

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| **Previous Experience** | **E** | **D** |
| Minimum of two years’ experience working with women from BME communities | ✓ |  |
| Rape Crisis training programme completed |  | ✓ |
| Two years minimum experience of delivering trauma specialist support to sexual violence survivors | ✓ |  |
|  | | |
| **Skills and Qualities** | **E** | **D** |
| An empathic, empowering approach to support work with sexual violence survivors | ✓ |  |
| Proven ability to work under pressure and have a creative and innovative approach to the work of the project | ✓ |  |
| Ability to work away from base delivering services and maintaining records in line with GCRC confidentiality policy and GDPR | ✓ |  |
| Excellent oral and written communication and presentation skills | ✓ |  |
| Ability to produce easy to understand written materials for survivors and workers where required. | ✓ |  |
| Organisational skills, ability to keep own records and to maintain survivors’ records | ✓ |  |
| Strong commitment to anti-discriminatory practice | ✓ |  |
| An empathic, empowering approach to support work with sexual violence survivors | ✓ |  |
| Experience of conducting community outreach work | ✓ |  |
| Experience of positively representing an organisation and their positions in external forums and with other agencies | ✓ |  |
| Proven ability to work under pressure and have a creative and innovative approach to the work of the project | ✓ |  |
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| **Other** | **E** | **D** |
| Knowledge and understanding of the impact of sexual violence on the lives of survivors | ✓ |  |
| Feminist/gendered analysis of sexual violence | ✓ |  |
| Working knowledge of voluntary and statutory sector agencies and specialised services for survivors of sexual violence | ✓ |  |
| Knowledge of the working of the rape crisis movement |  | ✓ |
| Working understanding of relevant law and policy areas |  | ✓ |