

Gender Based Violence

Learning and Development Advisor

Business: 01382 205556

Support: 01382 201291

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info@wrasac.org.uk

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www.wrasac.org.uk

Dear Applicant

Thank you for your interest in applying for a post with Women’s Rape and Sexual Abuse Centre. Please find enclosed the following documents: -

* Advice on completing your application form
* Information about WRASAC
* Job Description and Person Specification

**Please do not send a curriculum vitae as this will not be considered.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk).

**Closing Date is Tuesday 19th October 2021 at 5pm**

**Invites to interview will go out Thursday 21st October**

**Interviews will be held on Friday 29th October 2021 via zoom.**

Please note this post is **37 Hours per week and is temporary with funding for the post in place until September 31st 2023.** The post may become permanent if application for additional funding is successful.

We would appreciate it if you would take the time to complete this equal opportunities survey: [Click Here](http://www.smartsurvey.co.uk/s/SupportWorkerPost2018/)

We look forward to receiving your completed application form. Enquiries about this position are welcome by phoning or emailing [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk).

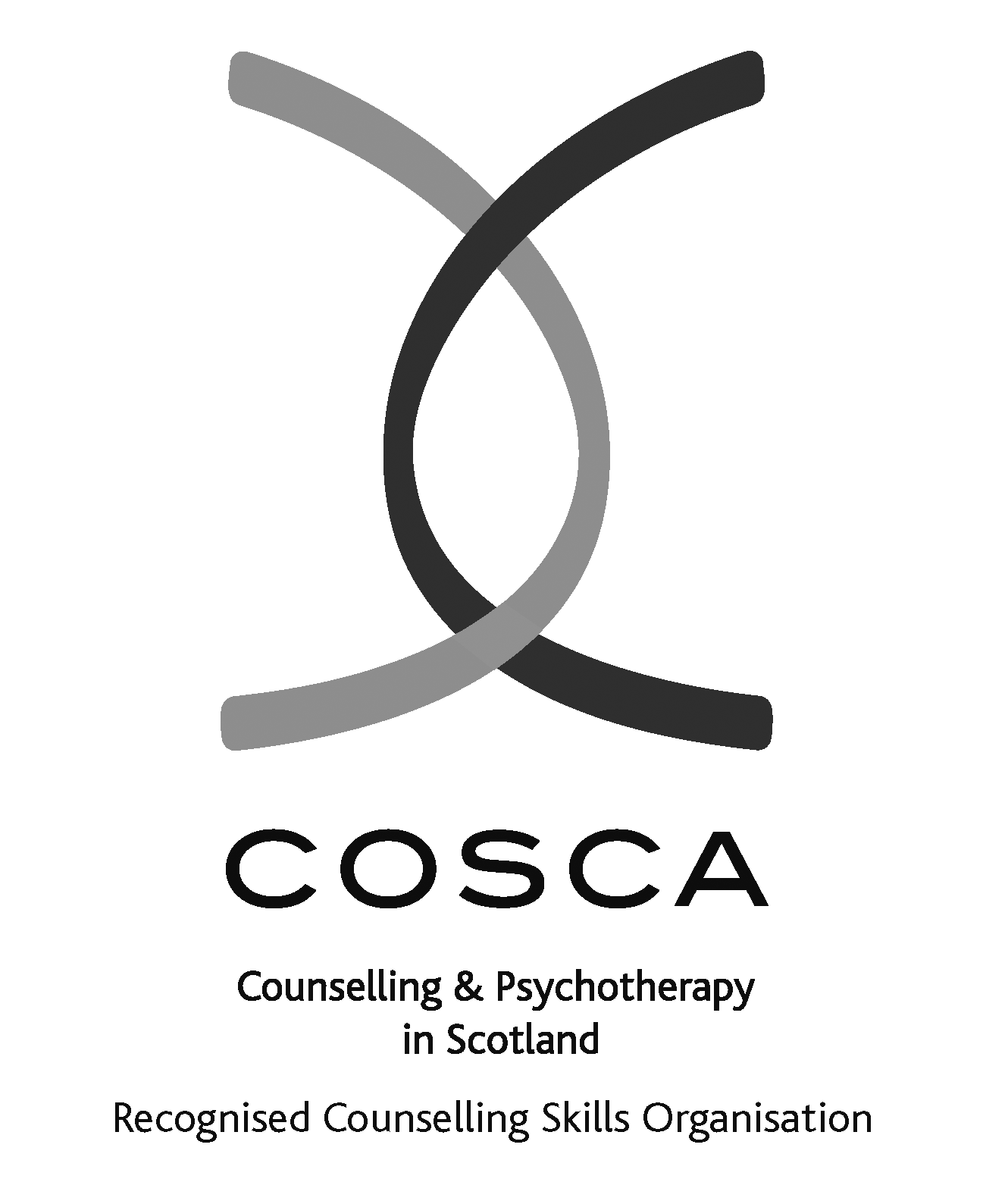
Yours sincerely

Katie Hardy-Jensen

Manager

**Sangobeg House, 4 Francis Street, Dundee, DD3 8HH**

WRASAC Dundee & Angus is a company limited by guarantee, registered with OSCR and registered in Scotland as company number SC241372 and charity number SC009070.

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwio7vf0xuvNAhUCLsAKHeRtBJ4QjRwIBw&url=http://media.edfenergy.com/r/1057/edf_energy_accredited_by_the_living_wage_foundation&psig=AFQjCNEmpf-RNlA24FxfRgPUSS8wessuhA&ust=1468331389090766)

# About our service

The Women’s Rape and Sexual Abuse Centre – Dundee and Angus (WRASAC) has been supporting survivors of rape, sexual abuse and exploitation and raising awareness about the damaging effects of sexual violence since 1984. We are a registered charity and a company limited by guarantee.

WRASAC has a dynamic team of 23 staff members, 8 volunteers and an annual income of now just over £750,000 per year.

We provide a range of services to survivors of sexual violence, abuse and exploitation including:

**Women’s Support Service**

Provides trauma informed support to survivors in a one to one and group setting. We offer emotional and practical support on a one-to-one basis, by telephone, letter, email, or group work.

Women are empowered to speak about their abuse in a safe, confidential environment. We provide structured support groups, a creative group, and telephone and crisis support. We also offer a complimentary therapy service to women engaging in the service.

WRASAC also works in a variety of ways to improve service provision to all survivors regardless of where they may present for support. We participate in many partnerships across Dundee and Angus, Scotland and even across Europe.

Most importantly, though, we are in the business of working within our communities to change attitudes so we can, in the longer term, prevent and reduce sexual violence from happening in the first place.

**Advocacy**

Works with survivors who are thinking about or are engaging with the Criminal Justice System. This includes support to report to the police, with court appearances, accessing the Sexual Assault and Referral Network (forensic examination for those not wishing to report in immediate aftermath of a sexual assault) and supports them with any civil protective orders.

**Dundee and Angus Young Survivors (DAYS)**

This service offers confidential and professional, emotional and practical support to all young survivors - of all gender identities - aged from 11 to 18; who have experienced sexual violence at any time; and who live in Dundee or Angus.

**Vice Versa**

Offers support and advocacy to women involved in prostitution and commercial sexual exploitation.

**Prevention Work**

We have a dedicated Prevention Worker who works in schools, colleges and youth settings in Dundee and Angus delivering the Rape Crisis Scotland Prevention Pack.

**Training and Awareness Raising**

We provide a monthly Information Session to staff from Dundee and Angus. We also provide training on a range of topics including, dealing with disclosures, understanding sexual violence and dealing with trauma. Additionally, we run community awareness raising events, like our Reclaim the Night March each year.

# Vision, Values and Strategic Priorities

In 2017-18, after a long period of reviewing and consulting with staff, volunteers, trustees, survivors and partner agencies we developed our new Strategic Plan and updated our Vision, Mission Statement and Values.

# Our Vision

For a world free from sexual violence, abuse and exploitation and a society in which everyone has equality, freedom and choices to live the lives they want and thrive.

# Our Mission

To support survivors who have experienced any form of sexual violence, abuse or exploitation in their lives.

To promote equality and raise public awareness of the routes of sexual violence and its damaging and life-changing effects.

# Our Values

We believe first and foremost that perpetrators of rape, sexual abuse and exploitation are responsible for their actions – not survivors.

We are a feminist organisation which means we recognise that all forms of rape, sexual abuse and exploitation are acts of violence, that disproportionately affects women and children, involving the abuse of power and control, are a breach of human rights and are fundamentally rooted in gender inequality.

# Our Strategic Priorities

# ADVICE ON COMPLETING YOUR APPLICATION FORM

As part of WRASAC’s commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore, only information, which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1 Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the short listing/interview panel will be looking for.

2 Section 4 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from out with formal employment.

3 We have lots of information about our service on our website [www.wrasac.org.uk](file:///C:/Users/irina.pelc/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/CMA6KX9M/www.wrasac.org.uk).

4 **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**

5 A Protection of Vulnerable Groups and Non-Police Personnel Vetting is required as part of the job.

6 Completing the Equal Opportunities Monitoring Form is voluntary, but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.

7 All applicants must complete all parts of the application form.

8 Application forms must arrive on time forms arriving late will not be considered.

9 References are normally taken up for the short-listed applicants before interview. If you do not wish one or all references to be taken up at that point please indicate on the relevant page. It is our policy not to make a job offer without taking up references.

Job Description & Person Specification

**Job Title**: Gender Based Violence Learning and Development Officer

**JOB PURPOSE:** This role will build on existing work undertaken across Dundee by members of VAWG partnership, focusing on training, workforce capacity building and prevention. The difference this will make is to bring lasting culture change which raises the profile of VAW and ensures that all levels of the multi-agency workforce understand their roles and responsibilities in relation to VAW. The project will build capacity in relation to values, knowledge and skills in responding to VAW. This will be led by WRASAC and the Dundee City Council Organisational Learning and Development Service supported by an expert advisory group.

**RESPONSIBLE TO:** WRASAC Manager – this role will be co-hosted between WRASAC and Dundee City Council Learning and Organisational Development Service.

**Salary:** £34,170 rising to £35,228.00 after successful completion of probationary period.

**Hours:** 37 hours per week

**Probation:** This post is subject to 12-month probationary period

**Location:** Dundee & Angus

**Holidays:** 33 Days plus 5 Public Holidays (pro rata)

**Pension:** Employer contribution at 6% to CIS pension fund.

**PRINCIPAL WORKING CONTACTS**

* Centre Manager WRASAC
* DCC Learning and Organisational Development Service
* Violence Against Women Partnership
* Gendered Services Project Manager
* Lead Officers Protecting People Team
* External trainers and academic institutions
* Other Agencies

**Service Outcomes**

1. The workforce across DCC and partner agencies has access to a whole-systems focused, structured and coordinated VAW learning and development framework and programme in order to develop values, skills and knowledge to deliver effective responses to VAW within their roles.
2. Our multi-agency workforce, systems and processes have an embedded continuous development structure (relating to VAW) to sustain learning and development and progress long term culture change.

**Summary of main responsibilities and activities -**

* Build on the work of the Violence Against Women (VAW) Partnership Training Consortium and co-ordinate and deliver the multi-agency VAW training programme.
* Develop strong links to the Gendered Services Project and ensure that services embrace a gendered approach to service provision.
* Ensure that work relating to Gender Based Violence links across Protecting People areas – substance use, child protection, adult support and protection.
* Co-ordinate and lead on Trauma Training Implementation (TTI) across DCC, making relevant links with the national framework for TT and local services
* Undertake Safe &Together (S&T) Train the Trainer and coordinate the further implementation of S&T.
* Monitor and incorporate progress of national Equally Safe training framework.
* Feed into VAW prevention work within schools, communities and other settings, with a strong focus on challenging gender inequality.
* Build capacity at strategic level – ensuring VAW is cross cutting through committees and linking to the Transforming Public Protection programme in Dundee
* Building on areas of existing practice, develop a programme of learning cohorts, networks and action learning sets in order to ensure continuous development.
* Encourage and facilitate critical and reflective dialogues through focus groups and forums
* Develop a network of champions across the multi -agency workforce

**MAIN DUTIES**

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| --- |
| 1. Work in partnership to support the implementation of a GBV approach across DCC and partner agencies. 2. Provide expert advice for managers on training and staff development matters, helping to identify specific training and learning objectives, that are in line with the GBV priorities. 3. Contribute to the preparation of the Learning and Organisational Development Strategy and Training Plan, by being responsible for the strategic development and planning of designated service areas and training themes related to GBV. 4. Promote and actively encourage joint and multi-disciplinary training with other agencies and within council and the Voluntary Sector. 5. Identify relevant learning resources and external courses which will provide training and professional development opportunities for staff in relation to GBV. 6. Commission and manage training programmes, events and activities which will be designed and developed to meet agreed learning outcomes in relation to GBV. 7. Deliver and facilitate blended learning and training opportunities to a high standard. 8. Establish and lead project training groups, ensuring that clear learning outcomes are established in relation to GBV which meet the DVAWP partnership requirements and priorities. 9. Manage the evaluation process for training programmes, and establish and maintain quality assurance frameworks for staff development and assessment activities in relation to GBV 10. Keep informed of developments within Central Government, Dundee City Council and the DVAWP pertaining to GBV. 11. Participate in external training committees and working groups 12. Contribute to the overall aims and objectives of WRASAC, the Learning and Organisational Development Service and the DVAWP.   **GENERAL TASKS**   1. Liaise with WRASAC Manager and Board of Governors, Dundee Learning and Organisational Development and the DVAWP as required and contribute positively to their overall work and aims. 2. Attend individual supervision, team meetings and practice development meetings along with any other training, conferences and seminars where appropriate. 3. To work in a way that reflects the culture and values of WRASAC where quality, support, equality, respect and collaboration are recognised as valued and important. 4. To work in accordance with WRASAC’s policy on Equal Opportunities. 5. To work as part of a team 6. To communicate effectively (written, electronic and verbal) 7. Flexibility of working hours. This post will involve some evening and weekend work. 8. Any other duties as required. |

**OTHER DUTIES**

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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
| **Professional / Educational Qualifications** | Relevant professional award/qualification in relation to this role. | Willingness to develop professionally  Relevant award/qualification in organisational development, facilitation, service design or equivalent | Certificates  Application |
| **Relevant work / other experience** | Experience of working directly with people affected by gender-based violence  Proven record of effective partnership and collaborative working across a range of multi-agency services.  Proven record of delivering and facilitating training.  Experience of designing, delivering and evaluating a wide range of learning opportunities  Experience presenting and sharing complex information to a wide range of audiences. | Experience of leading on change and innovation projects.  Experience of delivering and facilitating blended learning, using various digital tools and methods  Experience of designing learning tools and resources  Experience of undertaking research  Experience of service user involvement/participation groups. | Application  Interview  References |
| **Skills & Knowledge** | Clearly articulates an understanding and commitment to a feminist analysis of gender based violence.  Knowledge of the impact of GBV on survivors.  Good planning, organisational and prioritisation skills.  Excellent inter-personal and communication skills  Skilled in use of IT for self-administration e.g., Microsoft, excel, email and internet.  Capable of using own initiative and of meeting tight deadlines  Knowledge of responsibilities in relation to child and adult | Knowledge and understanding of issues for voluntary sector.  Knowledge of current legislation, policy and strategy relating to the violence against women agenda  Understanding the range of methods and tools to support women. | Application  Interview  References |
| **Personal Qualities** | A commitment to the values and work of WRASAC.  Demonstrates a resilient approach to the workplace and has clear strategies for managing self and working autonomously  Evidence of a ‘can-do’ attitude, with the ability and willingness to problem solve, involving others when necessary.  High level of personal commitment to promoting equality and diversity. |  | Application  Interview  References |
| **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.  Must be able to work flexibly (including evenings and weekends) to meet the needs of post. | Full Drivers licence and access to a car. | Application  Interview |

**Circle

Description automatically generatedWomen’s Rape and Sexual Abuse Centre Dundee**

Post Applied For:

**PERSONAL INFORMATION**

(Confidential, the top 3 sheets will be removed and not used for short listing purposes)

**1. Personal Details**

|  |  |
| --- | --- |
| **First Names** | **Surname** |
| **Address**  **Post Code** | **Telephone Numbers**  **Work**  **Home**  **Mobile**  **Email** |

**2. References**

Please provide details of a minimum of two referees, one of which must be your most recent employer, one of which must be able to comment on your ability to conduct a research project, and one of which must be able to comment on your ability to engage with vulnerable young people.

Name: Contact prior to interview: Y / N

Address:

Email address:

Telephone number:

Relationship to you:

Name: Contact prior to interview: Y / N

Address:

Email address:

Telephone number:

Relationship to you:

1. **Period of notice required by current employer?**
2. **Are there any dates when you will be unavailable for interview?**
3. **Are there any adjustments that WRASAC will need to make, should you be invited to interview? Please state what these are.**
4. **Are there any restrictions to your residence in the UK, which might affect your right to take up employment? Yes/No**

**If Yes, please provide details**

1. **If you are successful in your application will you require a work permit prior to taking up employment? Yes/No**

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the General Data Protection Regulations.

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| **DECLARATION** |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that WRASAC reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given to us is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by WRASAC, any medical reports or disclosure check.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**WRASAC is an Equal Opportunities Employer**

Applicant No: \_\_\_\_\_\_\_\_\_ (office use only)

1. **Work Experience – Starting with most recent employer**

Please continue on additional sheets if necessary.

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

**Employment Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from to** | **Employers name and address** | **Post title, responsibilities, experience gained, key achievements** | **Reason for Leaving, Salary** |
|  |  |  |  |

1. **Membership of professional bodies**

**3. Educational, Technical & Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Qualification gained** | **Date Achieved** |
|  |  |  |

1. **WRASAC is a feminist organisation, reflecting on our Vision, Mission and Values, how would you feel about working with the organisation?**

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| --- |
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1. **Skills, experience and knowledge** (please ensure you meet the essential criteria in the person specification maximum and use no more than 2 full A4 pages)

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**

Your completed application should be sent to [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk)