Recruitment Pack Advocacy & support worker





October 2021

Dear Applicant,

**Vacancy: Advocacy & Support Worker**

Thank you very much for your interest in working with Scottish Borders Rape Crisis Centre (SBRCC).

Please find enclosed:

* Background information
* Job description
* Person specification
* Tips on completing your application form
* Application form

Further information about our organisation’s work is available on our website, [**www.scottishbordersrapecrisis.org.uk**](http://www.scottishbordersrapecrisis.org.uk)

Please note that the deadline for completed applications is **6pm on Monday 8th November 2021.** Interviews will be held via Zoom on **Thursday 18th November 2021.** Due to our limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted on **Friday 12th November 2021.**

Only women need apply under Schedule 9, Part 1 of the Equality Act 2010

Please note that we do not accept CVs. The full **application form** should be completed and **emailed** to [recruitment@sbrcc.org.uk](mailto:recruitment@sbrcc.org.uk)

We look forward to receiving your application. In the meantime, if you have any queries please do not hesitate to contact me on **07584 149390** or email me at [susie@sbrcc.org.uk](mailto:susie@sbrcc.org.uk)

Best wishes,

S. Stein

Susie Stein

Chief Executive Officer

**Background Information**

Scottish Borders Rape Crisis Centre (SBRCC) provides a safe, non-threatening environment where survivors can talk freely and in confidence. We support all self-identifying females aged 18+ and all young people of any gender/gender identity aged between 12 and 18, who have experienced rape or any form of sexual violence, either recently or in the past. We work in partnership with others towards the elimination of violence against women.

We are an all-women organisation, believing that this allows us to offer the most appropriate and secure support to women and young people affected by rape or other forms of sexual violence. While we acknowledge that men experience rape and sexual violence, we also know that most incidents are committed against women by men, and it is to women that our efforts are primarily directed. Rape and sexual violence are crimes of violence against women and girls which reflect inequality in our society: redressing this inequality defines our work with women and girls who have experienced rape and other forms sexual violence.

We aim:

* To enable survivors to take their own steps towards reclaiming control of their lives;
* To support them through information, listening, and acceptance as they make choices for themselves; and
* To embody the principles of equality and empowerment in all we do.

Our services are free of charge and consist of:

**Sunrise**

Emotional and practical, support, information and advocacy for self-identifying female survivors aged 18+, who have experienced any form of sexual violence at any time in their lives.

* One to one (face-to-face) support sessions at the Centre or in safe outreach venues across the Scottish Borders. We offer an introductory session followed by 12 support sessions. Support sessions can be extended to 20 if the survivor has complex and/or multiple needs.
* Telephone/Email/Text/Virtual support for survivors, this can be informal to help survivors access the service or can be structured and used as their preferred method of support.

**Unity**

Emotional and practical, support, information and advocacy for all young people of any gender/gender identity aged between 12 and 18, who have experienced any form of sexual violence at any time in their lives.

* One to one (face-to-face) support sessions at the Centre or in safe outreach venues across the Scottish Borders. We offer an introductory session followed by 12 support sessions. Support sessions can be extended to 20 if the survivor has complex and/or multiple needs.
* Telephone/Email/Text support for survivors, this can be informal to help survivors access the service or can be structured and used as their preferred method of support.

**Support for friends, families and non-offending partners.**

* One off, support session. The session will be provided by a worker who is not supporting the survivor, this is to maintain the survivor’s confidentiality.

**Support & Advocacy**

For survivors who have engaged or are considering engaging with the criminal justice system following a sexual crime. This service is available to survivors who have experienced recent and historical sexual violence. A key role of the advocacy worker is to provide information to survivors who are considering reporting a sexual crime and to support them in their decision to report or not. The advocacy worker can be the one point of contact for the survivor throughout the criminal justice process as it can take a long time to reach a conclusion.

**Groupwork**

**Butterfly Project – 8-week programme, for self-identifying female survivors aged 18+**

Survivors can progress to groupwork when their individual support comes to an end, allowing them to continue their recovery journey and to work on issues which they may still be struggling with. The Butterfly Project is aimed at helping women move forward from simply “surviving” to “thriving” and covers topics such as

increasing self-esteem, becoming more confident, setting new achievable

goals, developing healthy relationships and personal growth. The group offers a safe environment where survivors are able to offer and experience mutual support.

We also offer short course such as managing anxiety, assertiveness, wellbeing and self-care.

**Covid-19 support**

Throughout the pandemic we have being offering and providing support remotely and virtually by phone, text, email, by Zoom and MS Teams. We have resumed centre based and outreach support. However, due to the pandemic SBRCC staff are primarily home working at the moment with some centre based working.

**Survivor Feedback/Evaluation**

We monitor the uptake, effectiveness, and efficiency of all of our services and adjust and develop our services in light of feedback from survivors and partner agencies.

**Funding**

This post is funded by the Scottish Government until March 2022, with further funding being sought.

 **Job Description**

**Position Title:** **Advocacy & Support Worker**

**Salary:** £27,916, & 3% pension contribution (Pro-rata)

**Hours:** 18 hours per week

**Funded by**: Scottish Government until March 2022

**Location:** Centre & Outreach Work - Scottish Borders Wide

(Home working due to pandemic)

**Annual Leave Entitlement**: 28 days plus 9 Scottish public holidays (Pro-rata)

**Responsible to:** Chief Executive Officer (CEO)

**Purpose of the post**

The overall aim of this post is to provide support and advocacy to survivors who are engaged, or considering engaging, with the criminal justice system following an experience of sexual violence.

**Main responsibilities and activities – National Advocacy Project (NAP)**

* Provide a support and advocacy service to survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence.
* Provide emotional and practical support to survivors of sexual violence whose cases do not proceed to court, including access to follow on services.
* Develop and ensure the effective implementation of relevant referral processes to ensure survivors of sexual violence have enhanced access to support and advocacy services throughout their involvement in the criminal justice process.
* Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including where appropriate the development and delivery of training inputs.
* Publicise the service offered through the advocacy service to enhance access to the service across voluntary and public-sector agencies.
* Contribute to the development of national policy and strategic work around the criminal justice system and sexual offences through attendance at national advocacy project meetings and provision of information and feedback to the Rape Crisis Scotland National Coordinator
* Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors of sexual violence and for partner agencies; including production of statistical data and participation in any evaluations which may be commissioned.
* Attend training as required
* Participate in NAP peer support sessions.
* Participate in NAP team meetings.

**General duties**

* Contribute to the learning and development of staff and volunteers, including trustees, within the centre in relation to criminal justice process.
* Contribute to the successful operation of the Centre though teamwork, mutual support, producing ideas for service improvements, giving feedback and reports as required by the CEO.
* Assist in arranging support and maintaining the Centre’s support diary for all survivors.
* Acting in accordance with SBRCC policies and procedures.
* Working in a manner which positively promotes the aims and objectives of the organisation.
* Positively upholding and promoting SBRCC’s feminist ethos and commitment to equality, diversity and anti-discriminatory practices.
* Taking reasonable care of personal safety and that of other persons and resources whilst at work.
* Attending and participating in regular training when required
* Attending and participating in regular internal and external support and supervision, staff and other meetings as necessary.
* Carrying out your own administrative duties, ensuring all client records are maintained and treated in confidence according to internal policies and protocols.
* Participating in training to partner agencies and stakeholders.
* Undertaking any duties consistent with the post as may be reasonably requested by the CEO.

**Pre-Employment Checks - Essential**

* Confirmation of Right to Work in the UK
* Enhanced/PVG Registration Disclosure Check
* References
* Full valid driver licence and access to a vehicle on a daily basis
* Only women need apply under Schedule 9, Part 1 of the Equality Act 2010



**Person Specification: SBRCC Support & Advocacy Worker**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | A gendered analysis of sexual violence.  Understanding of the impact of rape and sexual violence. | Some knowledge of Scottish legislation, policy and government strategy in relation to rape and sexual violence  Understanding of the factors that may help or hinder reporting or disclosure of sexual violence.  Understanding of independent advocacy principles |
| **Experience** | A minimum of 2 years’ experience of providing one-to-one advocacy, crisis, emotional and practical support and information to vulnerable individuals.  Experience of working with people affected by rape and/or other forms of sexual violence.  Experience of managing a caseload.  Experience of child protection and vulnerable adult protection guidelines and legislation.  Experience of multi-agency working.  Sound experience of successful team working. | Experience of multi-agency working at both case and policy levels. |
| **Skills & Abilities** | Excellent communication and negotiation skills.  Capable of using own initiative and of meeting tight deadlines.  Excellent organisational skills.  Skilled in use of IT e.g. for case notes, reports, email, internet searches.  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies.  Experience of maintaining professional boundaries. | Monitoring, data analysis and evaluation skills  Report writing skills  Experience of service user involvement and participation. |
| **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.  Ability to meet the travel requirements of the post, which will involve frequent travel throughout the large area covered by SBRCC. A valid full driving licence and the use of a reliable vehicle on a daily basis, including at short notice, is required for outreach work across Scottish Borders. |  |

**Tips on completing your application form.**

As part of SBRCC’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 tips are intended to help you to complete your form effectively.

* 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.
* The application form should be completed in black ink or typed.
* Section 5 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.
* Should you need to use an additional sheet of paper, please indicate the name of the post on the top of the sheet. **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.**
* Completing the Equal Opportunities Monitoring Form is optional (survey monkey link in section 9) but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.
* All applicants must complete all parts of the application form.
* Application forms must arrive on time, forms arriving late will not be considered.

**General Data Protection Regulation (GDPR)**

**Collection of data**

SBRCC will collect personal information about candidates through the application and recruitment process from candidates directly and from third parties including former employers and Disclosure Scotland.

The information you or a third party provides to us will be stored securely and will be treated as restricted information.

**Retention of data**

If you are successful in your application, your application form and additional recruitment information will form part of your personnel record and will be retained for 6 years after your employment ceases.

If you are unsuccessful in your application, the information you provide to SBRCC will be retained for 6 months.

**Destruction of Personal Information**

Once the above retention times have passed your personal information will be securely destroyed. We contract the services of a secure destruction company – SHRED-IT. When a personal record has been securely disposed of, we are given a certificate of destruction.

**Advocacy & Support Worker- Application Form**

**To be emailed to:** [recruitment@sbrcc.org.uk](mailto:recruitment@sbrcc.org.uk)

**by:** **6pm Monday 8th November.**

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| **Section 1: Personal details** | |
| First Name: | Surname: |
| Address: | Tel (home) |
| Tel (mobile): |
| Tel (work):  May we contact you at work? |
| Postcode: | Email: |

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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 this role. | | | | | | |
| **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 (insert an additional page 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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| **Section 5: Relevant skills, experience and abilities** | | |
| Taking close account of the job description and person specification, please outline how your work experience, (including unpaid work) skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant and confirm that you have a full driving licence and can meet the travel requirements for this post. | | |
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| **Section 6: References** | | |
| SBRCC 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: |  |
| Email: | Tel No. |  |
| Company name: | Address: | |
| May we, with discretion, contact your employer to discuss this reference: |
| **Reference 2: Previous employer / supervisor** | | |
| Name: | Position: |  |
| Email: | Tel No. |  |
| Company name: | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: |
| **Reference 3: Previous employer / supervisor** | | |
| Name: | Position: |  |
| Email: | Tel No: |  |
| Company name: | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: |

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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: |

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| **Section 8: Interview availability** |
| Interviews for the Advocacy & Support position are scheduled for the afternoon of **Thursday 18th November.** If you are shortlisted for interview and this date would be challenging to attend, please let us know. We will try our best to accommodate personal preferences but this may not be possible.  Note:   |  | | --- | |  | |

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| **Section 9. Equality & Diversity Monitoring Form (Optional)** |
| SBRCC is committed to promoting diversity and inclusion in hiring and service provision. To assist us to monitor the effectiveness of our equality and diversity practices we would encourage you to complete this monitoring form. Please note completion of our equality & diversity form is optional and does not form part of your application.  If you are happy to complete this form, please use the link below:  <https://www.surveymonkey.co.uk/r/KCJVQJS> |

Completed applications should be emailed to [recruitment@sbrcc.org.uk](mailto:recruitment@sbrcc.org.uk), handwritten applications should be posted to:

F.A.O Susie Stein, Chief Executive Officer

Scottish Borders Rape Crisis Centre

1A Wilderhuagh

Galashiels

TD1 1PW