16th November 2021

Dear Applicant,

**Vacancy: Adult Survivors Support and Development Worker**

Thank you very much for your interest in working with Western Isles Rape Crisis Centre

I am enclosing:

* background information
* job description
* person specification
* application form
* equal opportunities monitoring form

Further information about our organisation’s work is available on Rape Crisis Scotland website <https://www.rapecrisisscotland.org.uk/>.

Please note that the deadline for completed applications is **Monday 13th December 2021**. Interviews will be held the week beginning **Monday 20th December 2021.** Due to limited resources, we will only contact you if you have been shortlisted for interview.

Please note that we do not accept CVs. The full application form should be completed and sent back to [angela.maclennan@wircc.org.uk](mailto:angela.maclennan@wircc.org.uk).

We look forward to receiving your application. In the meantime, if you have any queries, please contact me on 01851 709965.

Best wishes,

Angela Maclennan

Manager

Western Isles Rape Crisis Centre

**Background Information:**

**Adult Survivor Project**

Western Isles Rape Crisis is a local charity working to end sexual violence in the Western Isles.

Our aims are to:

* Challenge prejudicial attitudes towards survivors of sexual violence;
* Work with local Rape Crisis Centres to ensure survivors are offered consistent, high quality support;
* Provide high quality and sensitive support to adult survivors of childhood sexual violence across the Western Isles;
* Assist in the development of survivor led initiatives provision in the Western Isles in their own locale
* Provide information and resource services available to survivors of childhood sexual abuse

Survivors of Childhood Abuse Fund is funded by the Scottish Government and is managed by Inspiring Scotland. The project aims to provide support and advocacy to male and female survivors who have experienced childhood sexual abuse.

The broad objectives of the project are:

* an improvement in the support available to survivors regardless of their locale
* an improvement in the experience of survivors whilst accessing any other service pertaining to their well-being or practical needs met
* survivors have a better quality of life having accessed person-centred support

The project will be externally evaluated to determine the extent to which these objectives are met.

This post is funded through the Scottish Government until the 31st March 2024.

**JOB DESCRIPTION**

TITLE: Adult Survivor Support Worker

This post will be based in Stornoway with occasional travel.

HOURS: 35 hours a week

SALARY: £27,298

PENSION ENTITLEMENT 6%

ANNUAL LEAVE ENTITLEMENT 30 days pro rata plus 12 public holidays

RESPONSIBLE TO: Western Isles Rape Crisis Centre Manager

**Purpose of the post**

The overall aim of this post is to provide support to any adult survivors of childhood sexual abuse

**A Summary of main responsibilities and activities – Adverse Childhood Fund**

1. Provide a support and advocacy service to adult survivors of childhood sexual abuse including those with complex needs
2. Provide emotional, practical and holistic therapy support to adult survivor’s through face to face, home visits, outreach, telephone, text, Zoom/Teams, accompaniment to GP etc or referral to relevant services
3. Develop and support a drop-in service and/or group work programme for survivors.
4. Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including where appropriate the development and delivery of training inputs
5. Publicise the service offered to enhance access to the service across voluntary and public sector agencies.
6. Contribute to the development of national policy and strategic work around adverse childhood experience
7. Contribute to monitoring and evaluation frameworks to evidence the impact of the support service for survivors. To record all information pertaining to WIRCC’s support services accurately and appropriately in line with WIRCC’s support service information recording and Data protection systems.
8. Attend training as required
9. Participate in regular support and supervision and team meeting sessions
10. Provide awareness raising training in the Lewis and Harris area to promote the service.
11. Any other duties that are relevant to the post and agreed with the Centre Manager.

**B Centre specific duties**

1. Contribute to the learning and development of staff and volunteers within the centre in

relation to Adverse Childhood experiences.

1. Contribute to the running of the Centre

**Person Specification**

Adult Survivor Support Worker

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | A feminist analysis of gender-based violence  Understanding of the impact of sexual violence & Trauma  Understanding Trauma Informed Practice | Knowledge of current legislation, policy and government strategy in relation to the violence against women agenda  Thorough knowledge of issues relating to sexual violence  Understanding of the factors that may help or hinder reporting or disclosure of sexual violence |
| **Experience** | Experience of working with people affected by sexual violence and childhood sexual abuse  Experience of responding to disclosures.  Experience of maintaining professional boundaries  Experience of multi-agency working  Experience of working effectively as part of a team | Experience delivering individual support to survivors of sexual abuse.  Experience of delivering individual support to survivors of childhood sexual abuse  Experience of child protection and vulnerable adult protection guidelines & legislation  Facilitation of group support and well-being work |
| **Skills & Abilities** | Excellent communication both oral and written.  Capable of using own initiative and of meeting tight deadlines.  Excellent organisational skills.  Skilled in use of IT: Microsoft, Word Processing, Case Management systems etc. | Monitoring, data analysis and evaluation skills  Report writing skills  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies.  Ability to work in a variety of creative approaches |
| **Qualifications** | Relevant qualification (e.g. Counselling, Community Education, Social Work, Psychology or other related field) or working towards this. | Gender Based Violence Training  Holistic Therapies  Trauma informed interventions |
| **Other** | Use of own car & clean driving license  Commitment to equality & diversity and anti-discriminatory practice.  Ability to work flexibly and to do evening /weekend work as required.  Ability to accommodate occasional mainland and inter-island travel |  |

**Application to Western Isles Rape Crisis Centre**

**for the post of Adult Survivors Support Worker**

**To be returned to:** angela.maclennan@wircc.org.uk

**by:** Monday 13th December 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). | | | | | | |
| 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) and your skills and abilities would enable to carry out the duties of this post. Please include any information which you feel is relevant. | | | |
|  | | | |
| **Section 6: References** | | | |
| WIRCC 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: | | 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: | | 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: | | 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 understand that false information or omissions may lead to dismissal without notice.  Signature:  Date: |

**EQUAL OPPORTUNITIES MONITORING FORM**

Western Isles Rape Crisis Centre aims to be an inclusive organisation where everyone is treated with respect and dignity, and there is equal opportunity for all. To assist us in that aim, we would be grateful if you would please complete this form. The information requested below is for monitoring purposes only, it will in no way affect the outcome of your application. Completion of the questionnaire is voluntary, and it will not be viewed until after the selection procedure is completed. WIRCC gives a commitment that this information will remain confidential and held for no longer than is necessary under the Data Protection Act 1998 and according to our Privacy Notice which can be found at <https://wircc.co.uk/privacy-notice/>.

**Where did you receive information about this post?**

……………………………………………………………………………………………………………

**Age monitoring**: Rape Crisis is committed to anti discriminatory practices within the organisation:

**Age Ranges:**

**16 - 24**  **25 - 40**  **41- 55**  **56 - 65**  **66 +** 

Please tick this box if you would prefer not to answer this question: 

**Ethnicity monitoring:**

Rape Crisis is committed to ensuring fairness and equal access to all employees whatever their ethnicity.

**African, Caribbean or Black**

African, African Scottish or African British 

Caribbean, Caribbean Scottish or Caribbean British 

Black, Black Scottish or Black British 

Any other Black background 

(Please describe) …………………………..

**Asian, Asian Scottish or Asian British**

Indian, Indian Scottish or Indian British 

Pakistani, Pakistani Scottish or Pakistani British 

Bangladeshi, Bangladeshi Scottish or Bangladeshi British 

Chinese, Chinese Scottish or Chinese British 

Any other Asian background 

(Please describe) …………………………….

**White**

British 

English 

Irish 

Scottish 

Welsh 

Northern Irish 

Gypsy / Traveller 

Polish 

Any other white ethnic group 

(Please describe) ……………………………

**Other ethnic group**

Arab 

Any other mixed or multiple ethnic groups 

(Please describe) ……………………………..

Please tick this box if you would prefer not to answer this question: 

**Religion and Belief monitoring:**

WIRCC asks you to respond to t

his information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your faith or beliefs.

Christian (*including* *Church of Scotland, Catholic, Protestant and all other Christian denominations)* 

Buddhist  Hindu  Jewish  Muslim  Sikh 

No religion 

Other (please describe) ………………………………………………..

Please tick this box if you would prefer not to answer this question: 

**Sexual orientation monitoring:**

WIRCC seeks to become an exemplar employer and makes sure our processes and practices are fair to all staff. Please help us and do this by completing the following question around your sexual orientation.

Heterosexual/Straight 

Lesbian 

Gay 

Bisexual 

Other (please describe) ………………………………………………..

Please tick this box if you would prefer not to answer this question: 

**Disability monitoring:**

To make positive changes Rape Crisis Scotland wants to address the different barriers faced by disabled people. Employees with a disability or health condition are entitled in law to ‘reasonable adjustment’ to address their need for support in the workplace. Therefore, we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Do you consider yourself to have a disability or long-term health condition?

Yes  No 

If YES, please give details:

……………………………………………………………………………………………………….

Please tick this box if you would prefer not to answer this question: 

**Gender monitoring**:

Rape Crisis Scotland aims to be an inclusive organisation and welcomes applicants from all communities.

1. Please describe your gender:
   * Female (including male to female trans women) 
   * Male (include female to male trans men) 

Please tick this box if you would prefer not to answer this question 

1. Have you ever identified as a trans gender or trans person?
   * Yes 
   * No 

Please tick this box if you would prefer not to answer this question 

**Thank you for completing this monitoring form.**