



Support and Development Lead (21 hours) (FEM Project): Job Description

Title	Support and Development Lead
Hours	21 hours per week
Salary	£31,414 (pro rata)
Length of post	This post is funded by the Tampon Tax Fund until 31st March 2023
Pension entitlement	Employer contribution at 8%
Annual leave entitlement	30 days, plus 12 days Public Holidays (pro rata)
Responsible to	Manager
Supervision	Internal supervision provided every 4-6 weeks. External supervision provided at a frequency agreed with your line manager
Training	Standard training budget (£600 per annum) applies

About FEM project

The FEM project is a partnership project with Edinburgh Rape Crisis Centre, Forth Valley Rape Crisis Centre and Moray Rape Crisis (MRC). The project is funded to pilot an innovative, cross-region approach to increasing accessibility and inclusivity of rape crisis support for 75 women survivors of sexual violence with learning difficulties and/or from BME communities across 7 local authority areas ranging from Central to North-East Scotland.

Job Summary

The post-holder will provide day-to-day coordination of the FEM project at MRC, and also contribute to the overall coordination of MRC's support services, including the provision of high-quality line management and supervision for up to four support workers. In particular, the postholder will take a lead role in developing the FEM project in Moray, working closely with the Manager, team and FEM project partners. The post-holder will take a survivor-centred approach, informed by an understanding of trauma, including complex trauma, and an intersectional feminist ethos. The role will also include working with a small caseload, particularly the delivery of initial assessments.

Summary of main responsibilities and activities

1. Develop and provide day-to-day coordination of the FEM project in Moray, working closely with the FEM team, partners and MRC Manager.
2. Contribute to the day-to-day coordination and development of MRC's general support services for survivors, aged 11 and over.
3. Provide line management and supervision for support workers delivering MRC's support services, including those delivering the FEM project.
4. Ensure support is delivered within the boundaries of policy, procedures and relevant legislation, developing additional location specific guidance where necessary.
5. Work closely with colleagues to respond to referrals to the service and conduct initial assessments by phone, video or face to face, working with survivors to identify their needs, goals and outcomes from support and assess the suitability of the FEM project and MRC support services to their needs.
6. Develop and ensure the effective implementation of relevant referral pathways to the FEM project in Moray to ensure survivors have access to the services they need.
7. Adopting an action learning approach, work collaboratively with FEM partners and line management to plan and review service development and delivery on a regular basis to ensure responsiveness to survivors needs
8. Working with FEM project partners, develop an effective review and evaluation process for support provided in Moray through the FEM project.
9. Develop materials and publicise the service, through visits and written resources to enhance self-referrals and access to the service across voluntary and public sector agencies.
10. Contribute to monitoring and evaluation frameworks to evidence the impact of the support service for survivors of sexual violence and for partner agencies; including

national OASIS database completion, production of statistical data and participation in any evaluations.

11. Attend FEM project management, development and evaluation meetings.
12. Assist with staff and volunteer recruitment.
13. Participate in network meetings with Rape Crisis Scotland and member centres. This will involve some travel and occasional overnight stays.
14. Attend training as required.
15. Participate in regular support and supervision sessions.
16. Any other duties that are relevant to the post and agreed with the Manager.

Person Specification

CRITERIA		ESSENTIAL		DESIRABLE	
Knowledge	E1	Able to explain an intersectional feminist analysis of gender inequality and sexual violence.	D1	Some knowledge of Scottish legislation, policy and government strategy in relation to rape and sexual violence	
	E2	Understanding of the gendered dynamics and broad ranging impacts of rape and sexual abuse.	D2		Training and experience in delivering trauma-focussed interventions.
	E3	Knowledge and understanding of the barriers to accessing support that may be experienced by survivors with protected characteristics, particularly survivors with learning disabilities and needs, and survivors from BME communities.	D3	Understanding of independent advocacy principles	
	E4	Working knowledge of the Criminal Justice system as it relates to gender-based violence			
	E5	Relevant qualification in Counselling, Community Education, Social Work, or other related field, or working towards this.			

CRITERIA		ESSENTIAL		DESIRABLE
Skills and Abilities	E6	Good communication skills both written and oral	D4	Familiarity with using online case management/ outcomes recording systems (e.g. OASIS).
	E7	Skilled in negotiation & developing relationships with partner agencies		
	E8	Good organisational and analytical skills		
	E9	Ability to manage, support and motivate staff		
	E10	Able to organise and prioritise workload		
	E11	Good IT skills (MS Word, Powerpoint & excel)		
Experience	E12	Experience of providing trauma-informed support for survivors of sexual violence.	D5	Experience in delivering training and presentations
	E13	Experience of delivering outreach support		
	E14	Experience of service development and co-ordination		
	E15	Experience of providing support and supervision to staff		
	E16	Experience of developing & implementing service delivery procedures		
	E17	Experience of working in partnership with a range of statutory and voluntary organisations		
		(Please see overleaf)		

CRITERIA		ESSENTIAL		DESIRABLE
Other	E18	Clear commitment to anti-racist, trans inclusive and anti-discriminatory practice.	D6	Ability to work from home
	E19	A resilient approach and clear strategies for managing self at work.		
	E20	Able to undertake evening/weekend work as required		
	E21	Ability to travel across Moray and elsewhere in Scotland for training & network meetings as required by the post.		