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February 2022

**upport**

Dear Applicant,

**Vacancy: Training & Development Worker**

Thank you very much for your interest in working with Lanarkshire Rape Crisis Centre (LRCC).

I am enclosing:

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

Further information about Lanarkshire Rape Crisis is available at <https://lanrcc.org.uk/>and about Rape Crisis Scotland and the work of Member Centres at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is **Monday 7th March at 9 am**. Interviews will be held in person on **Friday 18th March**. Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email **by 10th March.**

Please note that we do not accept CVs. The full application form should be completed and emailed to [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk). The completed equal opportunities monitoring form should be completed online at <https://www.surveymonkey.co.uk/r/JLXKBXH>

All posts we recruit require a female applicant and exempt under Schedule 9, Part 1 of the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

We look forward to receiving your application. In the meantime, if you have any queries, please get in touch via email on [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

Best wishes,

Helen Provan

Centre Director

Lanarkshire Rape Crisis Centre

**Background Information:**

**Lanarkshire Rape Crisis**

Lanarkshire Rape Crisis Centre, established over 16 years ago, is part of the national network of 17 Rape Crisis Centres who are members of Rape Crisis Scotland and adhere to the RCS National Service Standards.

You can find out more about what Rape Crisis support involves in our short film Making Recovery a Reality <https://www.youtube.com/watch?v=D7MSqIok0zw>. More information about the wide range of work undertaken by Rape Crisis Scotland Centres across the country can be found at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

The work of Lanarkshire Rape Crisis:

* Provides trauma informed therapeutic 1:1 & group support to women and girls who have experienced rape and all forms of sexual violence aged 12+ as well as their friends, family and partners. We also provide personal support options for male survivors and survivors of all gender identities.
* Provide advocacy support to those considering, or engaging with the criminal justice process You can read more about the NAP here <https://www.rapecrisisscotland.org.uk/national-advocacy-project/>
* Delivering prevention workshops and engaging with young people across schools and youth settings in Lanarkshire as part of the Rape Crisis Scotland National Prevention Programme. <https://www.rapecrisisscotland.org.uk/prevention/> Supporting schools with their work towards Equally Safe at School activities. [Equally Safe at School | A whole school approach to preventing gender-based violence](https://www.equallysafeatschool.org.uk/)
* We work in partnership with other key stakeholders across Lanarkshire to improve wider understanding and awareness of gender-based violence and to promote the trauma informed services available to survivors of sexual violence.

This is a newly created post within the centre.

**JOB DESCRIPTION**

TITLE: Training and Development Worker

HOURS: Option of 28 or 31.5 hrs a week.

SALARY: £27,000 (pro rata) Funding confirmed until 30th September

2023, LRCC is committed to securing ongoing funding for this

role

PENSION ENTITLEMENT 6%

ANNUAL LEAVE ENTITLEMENT 27 days personal (increasing by 1 day per year up to

maximum of 30 days), plus 12 days Public Holidays (all pro

rata)

RESPONSIBLE TO: Centre Director

RESPONSIBLE FOR: The postholder is currently responsible for training and

awareness raising activities, fundraising, building community

and business partnerships across Lanarkshire. Supervisor

responsibilities for recruited Community Volunteers.

**Job Description**

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| **Core Purpose of Job** | To develop and oversee the delivery of training and awareness raising programs relating to the prevalence, impact and prevention of sexual violence to the adult population within community and workplace settings. To develop and oversee fundraising/income generation opportunities and campaigns. This position will involve effective monitoring and evaluation of external training, engagement with partner agencies, fundraising initiatives/income generation and projects. The postholder will support the Centre Director with strategic development work, funding applications and reports. |
| **Main Duties and Responsibilities** | * To market and publicise the service, events and campaigns, supporting multi-agency and partnership working and representing the organisation as required * To recruit, train and mentor community engagement volunteers to assist in the delivery of Training, Development and Income Generation activities * To provide timely regular progress reports of workload and development activity to LRCC management * To contribute to funding applications and progress reports as required * Implement activities to maximise donations and improve the fundraising platforms; engage individuals, businesses and large employers and other stakeholders with giving; and raise the profile of LRCC within the Community. * Evaluate the success of all awareness raising, training and income generation activities.   **Other**   * To work as part of a team * To communicate effectively (written, electronic and verbal) * To attend individual supervision, team meetings and practice development meetings. * To contribute positively to the overall mission, vision and values of LRCC. * Flexibility of working hours * The post holder will regularly apply creative or adaptive thinking to develop innovative new approaches or solutions.   Any other responsibilities commensurate with the role required to meet the needs and expectations of the organisation and Board |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge |  | Knowledge of fundraising within the charity sector and/or business sector including a working knowledge of GDPR legislation  Ability to clearly articulate an understanding and commitment to a feminist analysis of gender-based violence  Knowledge and understanding of a range of methods in delivering awareness raising and training activities to a range of audiences |  | Knowledge of the Third Sector and its role in addressing Violence Against Women  Knowledge of the impact that sexual violence has on women, young people, children and communities  Knowledge of approaches to sexual violence prevention |
| Skills,  Abilities & Experience |  | Experience of delivering/developing training, presentations or workshops to a range of audiences  Fundraising or income generation experience, preferably gained in a not-for-profit environment  Experienced in the use of IT for self-administration e.g., Microsoft, excel, email and internet  Experience of building and developing effective partnership working with, for example: statutory, third sector agencies, the private sector, individuals  Excellent numeracy and communication skills both written and oral  Excellent planning and organisation skills with the ability to prioritise workload, managing tight deadlines when required. |  | Experience of recruiting and supporting volunteers  Good skills in digital and virtual methods of engaging with people and creating content  Experience of funding applications and/or reporting |
| Personal |  | A high level of commitment to the values and ethos of LRCC    Demonstrates personal integrity with a ‘can do’ positive attitude  Demonstrates a resilient approach to the workplace, with clear strategies for managing self  Commitment to modelling feminist values and promoting equality and diversity |  |  |
| Other |  | Ability to work flexibly and to do evening and weekend meetings as required by the needs of LRCC |  | Hold a current clean driving licence and access to a car with business use insurance |

All our posts require female applicants and are exempt under Schedule 9, Part 1 of the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

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**Application to Lanarkshire Rape Crisis**

**for the post of**

**Training and Development Worker**

**To be returned to:** [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

**by:** 9am on Monday the 7th of March 2022

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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: |
| Do you have any particular requirements to facilitate your access to interview, or relevant to the job, which we need to know about? | YES NO |
| If yes, please give details: |  |

Signed ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

THIS SHEET WILL BE DETACHED FOR SHORTLISTING

*Office use only / Reference number*………

*Office use only / Reference number*……….

**Application to Lanarkshire Rape Crisis**

**for the post of**

**Training and Development Worker**

The boxes will expand if necessary to fit your responses if done electronically. Otherwise please continue on a separate page.

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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) training, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant, paying specific attention to each Essential and Desirable points in the person specification as scoring and shortlisting will be based on your answering each point. Shortlisting will be based on the information given in this application so please be explicit and give specific examples from your own practice where helpful. LRCC is a third sector, feminist organisation providing prevention and support services across Lanarkshire. Giving consideration to the personal qualities identified in the job specification, please also tell us why you are applying for this position and why you believe you are the best candidate for this role.** Do not include a CV as this will not be considered. | | | |
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| **Section 6: References** | | | |
| LRCC 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: | | Email:  Address: | |
| May we, with discretion, contact your employer to discuss this reference:  Yes | |
| **Reference 2: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference: | |
| **Reference 3: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Email:  Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes | |

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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. Offers of employment will be subject to satisfactory references, a PVG check and compliance with UK working restrictions. I realise that false information or omissions may lead to dismissal without notice.  Signature: (Electronic will suffice)  Date: |

Applications will be retained for a 6 month period following the deadline and the successful applicant’s data will be dealt with in line with our GDPR & HR policies.