

Dear Applicant,

**Vacancy: Justice Training Worker**

Thank you very much for your interest in working with Rape Crisis Scotland (RCS). Please find below:

* Job description
* Person specification
* Application form
* Equal opportunities monitoring form online link

Further information about Rape Crisis Scotland is available from [our latest annual report](https://www.rapecrisisscotland.org.uk/resources/RCS-Annual-report-2020-2021-web-pages.pdf)  and on our website, [which you can see here](http://www.rapecrisisscotland.org.uk./).

Please note that the deadline for completed applications is **5pm on 7th March 2022.** Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email on **10th March 2022**, and we anticipate interviews will take place on **16th March 2022** on zoom.

Please note that we do not accept CVs. The full application form should be completed and emailed to [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@rapecrisisscotland.org.uk). The completed equal opportunities monitoring form should be completed online [by clicking here](https://www.surveymonkey.co.uk/r/MYGB9YB).

We welcome applications from a diverse range of candidates, in particular women of colour and those underrepresented in the workforce. RCS will consider applications for job share. Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

RCS staff are currently working from home, however we are able to offer ‘hybrid’ working with some office availability in both Glasgow and Edinburgh, IT and telephony are provided to staff.

The Legal Education Foundation have provided funding for 2 posts until January 2024: the Justice Training Worker and the Justice Policy Worker. The postholders will work in tandem to increase expertise and improve legal outcomes for survivors of GBV across Scotland. The capacity and remit of these posts will be shared (2.5 days per week each) between Rape Crisis Scotland (RCS) and the Scottish Women’s Rights Centre (SWRC).

We look forward to receiving your application. In the meantime, if you have any queries which are not answered in the application pack please contact me on: coordinator@scottishwomensrightscentre.org.uk

Best wishes,

Katy Matheison

SWRC Co-ordinator

**Background Information**

Rape Crisis Scotland (RCS)

**Rape Crisis Scotland is Scotland’s leading organisation working to transform attitudes, improve responses and ultimately to end rape and sexual violence in all its forms.**

All of us deserve to live free from the fear and threat of sexual violence. At Rape Crisis Scotland we work to raise awareness of the prevalence and impact of rape, sexual assault and abuse, advocate for better health, justice and community responses, and work to make sure that no matter what happened or when, survivors can access specialist support.

RCS is the lead agency in the Scottish Women’s Rights Centre (SWRC) and is responsible for the funding and development of the SWRC services.

For further information on the work of RCS please visit our website at: [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Scottish Women’s Rights Centre (SWRC)

The Scottish Women’s Rights Centre (SWRC) is a unique collaboration between Rape Crisis Scotland (RCS), our legal service provider JustRight Scotland (JRS) and the University of Strathclyde Law Clinic (USLC). The SWRC also has an Advisory Group made up of key stakeholders within the legal and rights sector within Scotland.

The SWRC strives to fill the gap that exist between women’s experiences of gender-based violence (GBV) and their ability to access justice by providing free, specialist legal information, advice, advocacy and representation to women in Scotland (aged 16 and over) who have been affected by GBV, through the delivery of direct services:

* Daily helplines offering legal information to women survivors of GBV across Scotland
* Weekly legal surgeries offering legal advice
* Representation accessed through our Take On process
* Advocacy support to women who the SWRC is representing to address non legal needs and facilitate engagement in the civil legal process
* FollowIt App – an incident recording app for women survivors of stalking in Scotland

The SWRC aims to test small scale innovations and to share good practice and learning through public legal education. The SWRC is committed, as part of its wider remit, to improve outcomes for women who have experienced violence through contribution to policy, research, information and training. For more information on the SWRC please visit our website at: [www.scottishwomensrightscentre.org.uk](http://www.scottishwomensrightscentre.org.uk)

The Legal Education Foundation (TLEF)

TLEF is a grant making foundation using legal education to build a society that fosters the principles of justice and fairness. For further information on TLEF please see: <https://thelegaleducationfoundation.org/>

The Legal Education Foundation have provided funding for 2 posts until January 2024: the Justice Training Worker and the Justice Policy Worker. The postholders will work in tandem to increase expertise and improve legal outcomes for survivors of GBV across Scotland. The capacity and remit of these posts will be shared (2.5 days per week each) between Rape Crisis Scotland (RCS) and the Scottish Women’s Rights Centre (SWRC).

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| Job Title:  Salary scale:  Hours:  Annual leave:  Pension Entitlement: | Justice Training Worker Starting salary: AP5 £28,839 - £31,412 **Full time – 35 hours per week**  **30 days annual leave plus 12 days public holidays** An employer’s contribution of 8% is payable |
| Core Purpose  of Job | The Justice Training Worker will contribute to the co-ordination, development and delivery of training in relation to survivors’ experiences of the civil and criminal justice processes. The overarching aim for the post is to share expertise on gender-based violence (GBV) and the law and to support the development of trauma informed practice. Lived experience expertise from survivors of GBV and specialist services will inform the development of training materials, case studies and training programmes. Funded by the Legal Education Foundation, the post will work in tandem with the Justice Policy Worker to increase expertise and improve legal outcomes for survivors of GBV across Scotland. The capacity and remit of this post will be shared (2.5 days per week each) between Rape Crisis Scotland (RCS) and the Scottish Women’s Rights Centre (SWRC).  The post holder will work with key colleagues at RCS to improve responses to survivors of sexual crimes accessing the criminal justice process. Informed by lived experience, RCS Justice training will promote trauma informed responses within the Justice sector.  The post holder will work with key colleagues within the SWRC to improve responses to survivors of gender-based violence (GBV) accessing the civil justice process. Informed by lived experience, the Justice Training Worker will manage SWRC’s approved training for solicitors and law students, and will work with our legal team to establish and manage a calendar of Rights based training. |

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| Organisational Position | The Justice Training Worker will be managed by the SWRC Co-ordinator and will participate in monthly co-ordination meetings with the RCS CEO and liaise with key colleagues at both SWRC and RCS to ensure a coherent and coordinated approach to training delivery. |

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| Key Outcomes | |
|  | RCS Outcomes:   * Review and further develop RCS Justice training materials within coordinated training framework and methodology ensuring suitability to a range of audiences including: police, Crown Office Procurator Fiscal Service (COPFS), Judiciary, Courts & Tribunal Service, Criminal Injuries Compensation Authority (CICA), Scottish Legal Aid Board (SLAB) and civil servants * Deliver RCS Justice training in collaboration with key RCS teams, in relation to developing trauma informed practice within the criminal justice process. This will involve both sole and co-facilitation. * Develop and manage a calendar of RCS Justice training events or seminars, available across Scotland   SWRC Outcomes:   * Manage SWRC’s approved training for solicitors and law students, to support the further development of the SWRC approved signposting network/s * In collaboration with the Justice Policy Worker, improve awareness of dual and malicious reporting in relation to GBV * In collaboration with the SWRC legal and advocacy teams; develop, manage and where appropriate deliver a calendar of training events or seminars, available across Scotland   Joint Outcomes:   * Ensure all training materials are informed by the lived experiences of survivors of GBV who have / are accessing the civil or criminal justice processes and underpinned by an intersectional approach, through consultation and collaboration with the RCS Survivors Reference Group, the National Advocacy Project and the SWRC Lived Experience Panel * Contribute to the development and ongoing monitoring of an evaluation framework for the LEF funding * Develop a training evaluation framework to measure impact on participants work, including measuring the impact of lived experience contributions   Organisational Outcomes:   * Work as part of the wider Rape Crisis Scotland team to maintain a healthy organisational culture reflecting the values of RCS encompassing safe, positive and constructive relationships, shared commitment to respect and equality, fair and equal treatment, good communication and anti-discriminatory practice. * Work independently but also collaboratively with other members of the SWRC team and our collaboration partners, to contribute to the operational management, sustainability and development of SWRC and its goals. * To ensure that an inclusive approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of RCS and SWRC values of collaboration, social justice, inclusion, empowerment, and innovation. |

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| Authority levels | |
| Financial and tangible resources | You agree levels of expenditure (such as travel & subsistence, training courses, resources, events and development costs) with the SWRC Co-Ordinator. |
| People | There are no line management responsibilities associated with this post. |

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| Accountability | |
| Freedom to act | You will work with the SWRC Coordinator and the RCS CEO to identify your work priorities within the framework of your job description, workplan and project outcomes; and within the wider Rape Crisis Scotland strategic plan and the SWRC Development Plan.  The SWRC Coordinator as your line manager provides you with support and supervision in order to carry out your role. |
| Risk management | You advise the RCS and SWRC management teams of any risks perceived. |
| Level of problem-solving required | You apply creative and responsive approaches to plan training and development activities within time and resource constraints in order to prioritise work effectively and ensure it is completed professionally and to high standards. You will have experience of developing materials suitable for delivering training in person and online.  You need to develop cooperative and constructive working relationships with a range of internal & external partners and stakeholders. |

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| Communication | |
| Subject complexity and expertise | You need to have a good understanding of the justice process in relation to GBV and be able to understand and translate evidence based research, legal resources and lived experience feedback into training materials which fit the particular context of justice based training tailored to specific audiences. You need to contribute towards translating materials into learning outcomes and fit evaluation frameworks to the needs of stakeholders. |
| Contact inside the organisation | You will work cooperatively and effectively across teams within the organisation and the SWRC collaboration to enhance shared work and aims. You work in a way which is conducive to your own and your colleagues’ wellbeing at work, addressing any concerns or difficulties you encounter appropriately and constructively. |
| Contact outside the organisation | In consultation with the SWRC Coordinator and RCS CEO you contribute towards the consultion and engagement with external stakeholders including other practitioners in relevant fields, survivors, and training attendees from across the justice sector. You communicate clearly, sensitively and effectively on issues relating to GBV to increase others’ knowledge, understanding and skills. You can engage a variety of audiences and work in challenging enviroments with participants who may not share the same values or ethos. |
| Contact with survivors of GBV | You will work directly with survivors of GBV through consultation and collaboration with the RCS Survivor Reference Group, the National Advocacy Project and the SWRC Lived Experience Panel. All direct work with survivors will be trauma informed and will be guided by RCS support practice and policies. |

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| Competencies required | |
| Core Competencies | * Ability to collaborate on activities effectively with others * Ability to understand and communicate the lived experience of survivors * Ability to generate and analyse information and perspectives and collaboratively identify best practice or approaches. * Ability to assess and review content and structure of training and skills development programmes * Skills to deliver engaging and impactful training * Ability to identify problems and work collaboratively with others to identify effective solutions * Ability to make informed decisions in an appropriate and timely manner * Ability to plan resources and carry out logistical arrangements effectively * Ability to deliver high-quality outcomes * Ability to develop and contribute to evaluation frameworks * Able to work to objectives |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1  E2 | Thorough knowledge of issues relating to gender-based violence (GBV) & trauma  Knowledge of the civil and / or criminal justice process in Scotland | D1  D2 | Completion of Rape Crisis induction training or other training on gender-based violence and gender inequality  Knowledge of support needs of survivors of gender-based violence who are engaging with a justice process |
| Skills and  Abilities | E3  E4  E5  E6  E7  E8  E9 | Ability to review, produce and develop accessible training materials within coordinated training framework and methodology  Ability to deliver engaging and impactful training in relation to gender-based violence and gender inequality to a range of audiences  Skills to engage sensitively and appropriately with survivors of sexual violence  Ability to work collaboratively and effectively with a diverse range of stakeholders  Good communication skills both written and oral  Able to organise and prioritise workload to meet deadlines  Competence in use of IT, for example Word and Excel programmes, email and internet and delivery of PowerPoint presentations |  |  |
| Experience | E10  E11 | Experience of developing training materials  Experience of supporting survivors of GBV engaged with the justice process | D3 | Experience of partnership working |
| Values | E12  E13 | Commitment to equality, diversity and inclusive practice  Commitment to working within a feminist organisation |  |  |
| Other |  |  | D4  D5 | Able to work some unsocial hours including occasional evenings and weekends  Clean driving license and access to a vehicle |

**Application to Rape Crisis Scotland**

**for the post of Justice Training Worker**

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

**by:** **5pm on the 7th 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: |

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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: | | |
| 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, including self-employment, freelance work or voluntary work (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, knowledge, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant. Your invitation to interview will be based on scoring of the information given in this application so please be explicit and give examples from your own practice where helpful, eg it is not enough to say I know about x, please explain what you know and how you’ve learned it or put it into practice. . | | | |
| E1 Thorough knowledge of issues relating to gender-based violence (GBV) & trauma | | | |
| E2 Knowledge of the civil and/or criminal justice process in Scotland | | | |
| D1 Completion of Rape Crisis induction training or other training on gender-based violence and gender inequality | | | |
| D2 Knowledge of support needs of survivors of gender-based violence who are engaging with a justice process | | | |
| E3 Ability to review, produce and develop accessible training materials within coordinated training framework and methodology | | | |
| E4 Ability to deliver engaging and impactful training in relation to gender-based violence and gender inequality to a range of audiences | | | |
| E5 Skills to engage sensitively and appropriately with survivors of sexual violence | | | |
| E6 Ability to work collaboratively and effectively with a diverse range of stakeholders | | | |
| E7 Good communication skills both written and oral | | | |
| E8 Able to organise and prioritise workload to meet deadlines | | | |
| E9 Competence in use of IT, for example Word and Excel programmes, email and internet and delivery of PowerPoint presentations | | | |
| E10 Experience of developing training materials | | | |
| E11 Experience of supporting survivors of GBV engaged with the justice process | | | |
| D3 Experience of partnership working | | | |
| E12 Commitment to equality, diversity and inclusive practice | | | |
| E13 Commitment to working within a feminist organisation | | | |
| D4 Able to work some unsocial hours including occasional evenings and weekends | | | |
| D5 Clean driving license and access to a vehicle | | | |
| **Section 6: References** | | | |
| Rape Crisis Scotland 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:  Email | |
| 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:  Email | |
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| **Reference 3: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email | |
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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 am aware that all offers of employment are subject to satisfactory references, a PVG check and are subject to confirmation of UK working entitlement. This post is for women only under Schedule 9, Part 1 of the Equality Act 2010.  I realise that false information or omissions may lead to dismissal without notice.  Signature: …………………………………………………………………………………(electronic signature is acceptable)  Date: …………………………………………………. |

Privacy Notice

Rape Crisis Scotland is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently in line with our data protection policy. Please see the online privacy notice for further information. <https://www.rapecrisisscotland.org.uk/privacy/>