**ACCESS AND DEVELOPMENT WORKER**



**JOB DESCRIPTION**

TITLE: Access & Development Worker

CONTRACT DURATION: Fixed term to end of March 2023, with extension funding dependent

SALARY: £27,033 - £29,445 plus 6% pension contributions

HOURS: 35 hours a week (including evening

work)

LEAVE ENTITLEMENT: 30 days p/a + 12 days public holidays

RESPONSIBLE TO: Justice and Community Services Team Leader

LOCATION OF POST: Glasgow City Centre Head Office and communities in Inverclyde, East Renfrewshire, Renfrewshire, East Dunbartonshire, and West Dunbartonshire

APPLICATION DEADLINE: Monday 18 July at 5pm

INTERVIEW DATE: Wednesday 27 July

HOW TO APPLY: A C.V. and a Cover Letter, no longer than 2-pages outlining your suitability and motivation for the role. Sent to [CGilfillan@rapecrisiscentre-glasgow.co.uk](mailto:CGilfillan@rapecrisiscentre-glasgow.co.uk)

**ABOUT THIS ROLE**

*A PVG check will be undertaken as part of the selection process. Only women need apply under*

*Schedule 9, Part 1 of the Equality Act 2010.*

*This is a key role in Glasgow and Clyde Rape Crisis Centre, helping us to expand our reach and partnership working to ensure survivors of rape and sexual assault can access our services on their terms.*

*The role requires a strong commitment to anti-discriminatory and equalities work and must demonstrate experience and confidence in developing, delivering and evaluating innovative and engaging discussions with a range of diverse partners. The post holder will be capable in representing the service externally across agencies and representing GCRC in relevant networks, forums and working groups. Experience and understanding of working within an organisation that operates within a feminist, equalities and human rights framework is preferable for this role.*

*Joining an already established team, this role will work to the Team Leader for the Project, whilst also being accountable for maintaining and applying the values, principles, and competences for the role to the Director of the Centre.*

**MAIN TASKS AND RESPONSIBILITIES**

1. To research and analyse client management systems to identify women and girls from the highest-ranking data zones of the Scottish Index of Multiple Deprivation.
2. To monitor parliamentary, national, and local government business, particularly from committees, to provide briefs and information to Team Leader and Director in the support of our policy, research, and campaigning projects.
3. Develop partnerships within the areas identified by the Scottish Index of Multiple Deprivation where we have few current links or relationships and promote the work of the Centre and establish appropriate referral pathways.
4. Identify and support agencies to promote GCRC, specifically creating and delivering impactful presentations and talks on the Outreach Service and wider GCRC services.
5. Participate in regular support and supervision sessions with the line manager and prepare regular reports, including statistical data on outcomes being achieved in reaching women and girls in hidden populations.
6. Attend internal meetings as appropriate to the post and represent the organisation in external meetings where appropriate.
7. Participate in an ongoing programme of training and continuing personal development to ensure that skills, knowledge and working practices are skills are up to date.
8. Work with colleagues across the organisation to access training support or consultancy support for organisations, facilitating wider relationships.
9. Maintain and analyse the GCRC database, ensuring all the information is kept up to date and accurate. To ensure recording and file all statistics/information about our services support as required by GCRC.
10. Develop and maintain key partnerships in relevant areas as directed by the Scottish Index of Multiple Deprivation and other information.
11. To work collaboratively internally and externally.
12. To be a proactive networker, influencer, energiser of activity in communities - being the face and the voice for women and girls affected by issues of sexual violence representing GCRC.
13. To promote GCRC Services within areas as dictated by the Scottish Index of Multiple Deprivation through proactive engagement with other services, through creating or attending local community events, as well as directly with women and girls themselves.
14. To liaise with external agencies for the purpose of referrals coming into or being made from GCRC, including strengthening, and extending referral pathways.
15. To participate internal and external training and community work as required.
16. Any other duties that are relevant to the post of Access and Development Worker and agreed with the line manager.

**PERSON SPECIFICATION**

**Access & Development Worker**

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| **Previous Experience** | **E** | **D** |
| **Minimum 2 yrs experience of working within a research, outreach / community development or policy capacity in the third or statutory sector** | **✓** |  |
| **Minimum of 2 yrs of post qualifying/training experience of delivering direct support to survivors of sexual violence** |  | **✓** |
| **Experience of representing vulnerable groups in external forums** |  | **✓** |
| **Rape Crisis training programme fully completed** |  | **✓** |
| **Experience of identifying, developing and maintaining partnerships** | **✓** |  |
|  | | |
| **Skills and Qualities** | **E** | **D** |
| **An empathic, empowering approach to support work with sexual violence survivors** | **✓** |  |
| **Good understanding of CRM or data collection systems and producing accurate and timely reports and statistics** | **✓** |  |
| **Proven ability to work under pressure and have a creative and innovative approach to the work of the project** | **✓** |  |
| **Excellent oral and written communication and presentation skills** | **✓** |  |
| **Ability to produce easy to understand written materials for survivors, funders and workers where required which are outcome focused** | **✓** |  |
| **Organisational skills, ability to keep own records and to maintain survivors’ records** | **✓** |  |
| **Strong commitment to anti-discriminatory practice** | **✓** |  |
| **To work within the GCRC Values and Competencies framework ensuring alignment internally and externally** | **✓** |  |
|  | | |
| **Knowledge** | **E** | **D** |
| **Knowledge and understanding of the impact of sexual violence on the lives of survivors** |  | **✓** |
| **Feminist/gendered analysis of sexual violence** |  | **✓** |
| **Working knowledge of voluntary and statutory sector agencies and specialised services for survivors of sexual violence** |  | **✓** |
| **Knowledge of the working of the rape crisis movement** |  | **✓** |