

## **Vacancy: 2 x Advocacy Workers (28 hr / 21 hr posts)**

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**RASASH are recruiting two Advocacy Workers (1 x 28 hour / 1 x 21 hour per week post).** Please read all the information carefully before completing and submitting an application form. CVs will not be accepted as an alternative to any part of the application form and will not be considered.

### **Recruitment process**

**The deadline for submitting applications is Monday 22 August 9am. Interviews are provisionally planned to be held on Friday 26 August at the office in Inverness or via zoom.** Further details about the interview process will be provided to shortlisted candidates.

The successful candidate will be required to participate in the comprehensive training programme that we offer to all new staff and volunteers. An enhanced disclosure check will also be required.

Only women need apply under Schedule 9, Part 1 of the Equality Act 2010. We welcome applications from women of colour, trans women, and disabled women.

### **How to apply**

**Completed application forms should be emailed to [admin@rasash.org.uk](mailto:admin@rasash.org.uk) with the following subject line 'Advocacy Application – Private and Confidential'.**

To be considered for shortlisting, you must demonstrate how you meet the criteria outlined in the job description and person specification. Please provide specific examples of your skills, knowledge, and experience against each of the criteria in clearly headed paragraphs.

We will consider paid/unpaid work, volunteering, and life experience. We also welcome applications from women who do not have formal qualifications, but who meet all the criteria and can demonstrate an engagement with lifelong learning and personal development.

**The completed equal opportunities monitoring form should be returned separately to [admin@rasash.org.uk](mailto:admin@rasash.org.uk) with the subject line 'Equalities Monitoring: Private and Confidential'.** All personal information will be treated in the strictest confidence.

If you have any questions or require any further information please email [admin@rasash.org.uk](mailto:admin@rasash.org.uk).

## About RASASH

Rape and Sexual Abuse Service Highland (RASASH) is a charitable organisation, a SCIO set up in 2014, based in Inverness and affiliated to Rape Crisis Scotland.

RASASH provides support, information, and advocacy for anyone, aged 13+ or over, who lives in the Highland Council area and who is affected by sexual violence. We also develop and deliver training and workshops to schools, youth groups, and professionals on a range of topics related to sexual violence and gender equality. This, alongside our campaigning, is part of our work aiming to change societal attitudes which contribute to sexual violence and the shaming of survivors.

RASASH is a feminist, survivor focused organisation. For us, the voice of survivors forms the backbone of everything we do. In practice this means we are accountable, first and foremost, to survivors, that our operations are informed by survivors, and that our work is truly person centred.

### **RASASH was set up to:**

- Provide accessible, appropriate, and high quality emotional and practical support, information and advocacy for survivors, their non-abusing partners, family, and friends.
- Work towards the prevention and elimination of sexual violence, supporting societal change by raising awareness, challenging myths, and campaigning.
- Work with others to improve the way society, organisations and agencies respond to survivors of sexual violence.

### **Our core values underpin everything that we do:**

- We believe that anyone who has experienced sexual violence, regardless of gender, ethnicity, culture, or sexual orientation, should have access to non-judgemental & confidential support.
- We believe that no-one, regardless of behaviour, dress, or lifestyle, is to blame for any form of sexual violence they experience.
- We believe that it is everyone's responsibility to adopt zero tolerance to any form of sexual violence.

RASASH is governed by a Board of seven active and committed Trustees. The team consists of 20+ staff. In recruiting for our team, we welcome the unique contributions that you can bring. We are committed to a diverse and inclusive workplace.

## National Advocacy Project

The Rape Crisis Scotland National Advocacy Project was launched in February 2016 to provide dedicated advocacy support for survivors of sexual violence who have reported or are considering reporting the offences to the police.

### **The National Advocacy Project has three broad aims:**

1. To improve the support available to survivors of rape and serious sexual crime
2. To improve the experience of the criminal justice process for survivors of rape and serious sexual crime; and
3. The development of a better understanding of survivors' motivations to proceed or not to proceed with the criminal justice process and the difference advocacy support makes to this decision.

Advocacy workers provide practical support and information through all stages of the Criminal Justice System, from before a statement is made through to the resolution of a court case. Advocacy workers can support survivors with the process of giving a statement if they are referred early enough in the process and can attend appointments and meetings with survivors which are related to the criminal justice process such as precognition.

Advocacy workers can support survivors to get updates regarding the progress of their cases, provide information about special measures, attend court with survivors and can act as in-court supporters if requested as well as provide general emotional support throughout the process and after court is finished.

The funding for the National Advocacy Project is from the Scottish Government and the programme is coordinated by Rape Crisis Scotland, with delivery from local rape crisis centres.

## Advocacy Worker: Job Description and Person Specification

|                                 |  |
|---------------------------------|--|
| <b>Title</b>                    | Advocacy Worker  |
| <b>Hours</b>                    | 2 x posts (28 hours or 21 hours)   |
| <b>Salary</b>                   | £29,122 (full-time post)   |
| <b>Pension entitlement</b>      | An employer's contribution of 6% is payable after successful completion of a 6-month probationary period                             |
| <b>Annual leave entitlement</b> | 30 days annual leave & 12 days public holiday (full-time post)   |
| <b>Responsible to</b>           | Team Lead  |
| <b>Length of appointment</b>    | Subject to funding   |
| <b>Based</b>                    | This post will be based at the RASASH premises in Inverness, although hybrid working is currently in place. Regular travel required. |

### Purpose of the post

The overall aim of this post is to provide advocacy to survivors of sexual violence who are engaged, or considering engaging, with the criminal justice system. Our advocacy service takes a strengths-based approach, working alongside service-users to represent their rights, choices, and interests.

### Summary of main responsibilities

#### Advocacy Work

- Provide an advocacy service to survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence. This includes practical support to survivors whose cases do not proceed to court.
- Ensure that service-users are informed of their rights, choices, and options to maximise independent decision-making as well as build and encourage service-users' confidence in their own ability to self-advocate using a strengths-based approach.
- Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including the development and delivery of training where appropriate.
- Publicise the advocacy service across voluntary and public sector agencies to increase awareness and access to the service.

## Service Standards

- Ensure advocacy is delivered in line with Rape Crisis National Standards and within the boundaries of RASASH's policy and procedures as well as relevant legislation, including child protection, vulnerable adults, and health and safety.
- Ensure the effective implementation of relevant referral pathways to ensure survivors have access to the services they need, including building positive working relationships with key stakeholders to ensure a collaborative approach to survivor support.
- Ensure accessibility of the service to survivors from marginalised groups and communities, promoting inclusive and anti-discriminatory practice across all aspects of the service and working in accordance with RASASH's policy on Equality and Diversity.
- Attend and participate in supervision, team meetings, practice development meetings, and training as required so that knowledge and practice is up-to-date and of a high standard.

## Data, Monitoring & Evaluation

- Record all information pertaining to RASASH's advocacy services accurately and appropriately in line with RASASH's policies and procedures.
- Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors and for partner agencies; this includes completion of the national OASIS database, production of statistical data, and participation in any funding reports and evaluations.
- Participate in the review and improvement of current service provision, identifying gaps and areas for improvement to effectively meet the needs of survivors, including consultation with service users in line with organisational procedures.
- Contribute to the development of national policy and strategic work around the criminal justice system and sexual offences through attendance at national advocacy project meetings and provision of information and feedback to the Rape Crisis Scotland National Coordinator.

## Other

- Work as part of a team and in line with the values of the organisation
- Support volunteers and staff through training and regular supervision
- Flexibility in working hours, including some evening and weekend work
- Able to travel including occasional overnight stays
- Any other duties that are relevant to the post and agreed with RASASH

*This post is restricted to women applicants only (exempt under schedule 9, Part 1 of the Equality Act 2010). Full PVG checks will be required for this role.*

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Relevant degree/qualification or experience of delivering services in a related field  | x                |                  |
| Rape Crisis Scotland training  |                  | x                |
| <b>Experience</b>  |                  |                  |
| Providing advocacy, crisis, emotional and practical support and information  | x                |                  |
| Working with people with mental health and/or complex support needs  |                  | x                |
| Working with individuals affected by gender-based violence   |                  | x                |
| Working in the Third Sector  |                  | x                |
| <b>Skills and Abilities</b>  |                  |                  |
| Excellent organisation skills, able to prioritise work demands and carry out agreed objectives with minimum direction and support                              | x                |                  |
| Ability to work in a team and cooperatively with external agencies/partners  | x                |                  |
| Ability to absorb new information quickly and put it into practice   | x                |                  |
| Excellent communication and negotiation skills   | x                |                  |
| Skilled in IT e.g. email, case notes, Microsoft Packages etc.  | x                |                  |
| Ability to respect and work within professional boundaries   | x                |                  |
| Monitoring, data analysis, and evaluation skills – including report writing  |                  | x                |
| <b>Knowledge</b>   |                  |                  |
| Understanding and commitment to a feminist analysis of sexual violence   | x                |                  |
| Understanding of the impact of sexual violence   | x                |                  |
| Knowledge and understanding of current legislation, policy and strategy relating to gender-based violence – including the criminal justice system              |                  | x                |
| Knowledge of legislation relevant to independent advocacy, especially Mental Health Scotland Act, Adults with Incapacity Act, Adult Support and Protection Act |                  | x                |
| Knowledge of statutory sector practices and systems  |                  | x                |
| <b>Personal Qualities</b>  |                  |                  |
| Ability to work flexibly, with evening/weekend work as required  | x                |                  |
| Resilience and ability to carry out self-care  | x                |                  |
| Ability to review and reflect on personal practice   | x                |                  |
| Non-judgemental approach   | x                |                  |
| Commitment to a rights-based approach, inclusion, and equality   | x                |                  |
| Use of a car and full clean driving licence  |                  | x                |