



# **Advocacy Worker Information Pack**

**RASAC P&K, 16 King Street, Perth, PH2 8JA**

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**Registered Scottish Charity SC037982/Company Limited by Guarantee Number SC389959**



**Thank you for your interest in working with RASAC P&K.**

This pack includes guidance on how to complete the application form alongside some additional information about RASAC P&K and our recruitment process. We suggest that you read all information enclosed very carefully before submitting an application.

**Please do not send CVs as they are not an acceptable alternative to any part of the application form and will not be considered.**

Wherever possible, please submit completed application forms via e-mail to **recruitment@rasacpk.org.uk**. If you are able to return your completed forms by email please be assured that all personal information will be separated immediately, and treated in the strictest confidence.

Equalities monitoring forms can be posted in a confidential envelope to RASAC P&K, 16 King Street, Perth, PH2 8JA.

The closing date for completed applications is 9am on **Friday 12th August 2022**. We regret that late applications cannot be accepted.

Should you have any questions please email **recruitment@rasacpk.org.uk**.

Yours sincerely

Jen Stewart  
Centre Manager  
RASAC P&K



## **GUIDANCE NOTES FOR JOB APPLICANTS**

### **CVs**

RASAC P&K does not accept CVs as applications for any post (paid or voluntary).

### **Application Guidance**

In the pack that these guidance notes came with you have been provided:

- 👤 A covering letter
- 👤 Guidance Notes
- 👤 Information about RASAC P&K
- 👤 Strategic Priorities
- 👤 Job Description and Person Specification

The following documents are attached separately and should be returned upon applying:

- 👤 An application form
- 👤 Data Policy (to sign)
- 👤 A confidential equal opportunities monitoring form and a confidential disclosure form (please ensure these are completed and returned to us. Both of these will be treated as confidential)

**Please read all of this information carefully before completing the application form.**

In order to get shortlisted, you must demonstrate with examples how you meet the criteria outlined on the person specification. Please provide specific examples of your skills, knowledge and experience against each of the criteria (this could be paid or unpaid work).

### **Education/qualifications**

Any professional or academic qualifications that you hold that may enhance these posts will be greatly valued. However, success in these posts is determined by the drive, interest and commitment of the candidate to invest in our mission, vision and values through the services of RASAC P&K. We welcome applications from women who meet all of the other criteria outlined without formal qualifications who can demonstrate an engagement with lifelong learning and personal development.

Please let us know about all your most recent training and personal development experiences, including non-accredited learning and courses you have undertaken

### **Recruitment process**

The deadline for completed applications is 9am Friday 12<sup>th</sup> August 2022.

We will contact successful applicants by email to invite them for interview following the shortlisting process.

### **References**

Please supply full contact details for the referees. If you are in paid employment, your current employer should be named as the first referee as someone we can approach for a reference. They will be taken up when we have identified a successful applicant.



## INFORMATION ABOUT RASAC P&K

### About the Centre

Our Centre is based in central Perth, but provides a service across Perth & Kinross. RASAC P&K is a member Centre of Rape Crisis Scotland and we are committed to providing consistent and holistic support to survivors who identify as women, young people and their supporters across Perth & Kinross.

### What we do

RASAC P&K provide a free and confidential support and advocacy service to women, young people (12-18) and families affected by sexual violence. We provide helpline, face to face, email, group and letter support. We also offer support and information to family, friends and partners of survivors. We have a resource library and provide a space to access this upon request. RASAC Youth Initiative (RYI) is a project within RASAC P&K which delivers a range of age appropriate prevention workshops to young people age 12-24. RYI deliver workshops across a variety of community and educational settings.

RASAC P&K's Advocacy Project is part of the RCS National Advocacy Project. This project supports survivors who are thinking about, or who have already, reported to the Police. Survivors can engage with the project at any stage of the Justice Process. To find out information please see: <https://www.rasacpk.org.uk/survivors-justice-advocacy/> and <https://www.rapecrisisscotland.org.uk/national-advocacy-project>.

**Our Mission:** *Working Together to End Sexual Violence*




### Our Visions

At RASAC (P&K) we work towards our mission through our ongoing commitment to the following visions...

- Prevention: To change societal attitudes and beliefs through awareness raising events, campaigns and education.  
Working in collaboration with relevant agencies to eliminate gender based violence against women.
- Protection: Creating a safe environment where women can freely express themselves.
- Provision: To continually grow and adapt our services in response to those who need us.
- Participation: Overcoming all barriers to give survivors a voice through the promotion of survivor involvement.

### Our Values

Our core values underpin everything that we do. They lie at the heart of our visions and it is with these values that we believe RASAC (P&K) will be successful in continually developing and adapting services in order to achieve our mission.

-  We believe that all women, young people and children, regardless of ethnic background, culture or sexuality, should have access to non-judgemental, confidential support at any given time.
-  We believe that no woman, young person or child, regardless of behaviour, dress or lifestyle is to blame for any form of rape, sexual abuse or sexual assault.
-  We believe that it is everyone's responsibility to adopt zero tolerance to any form of rape, sexual abuse and sexual assault of any woman, young person or child.

## **RASAC P&K Strategic Priorities**



### **Improving Access**

Women and young people, including those with multiple and complex needs, who have experienced sexual violence have access to high quality services when they need it.



### **Supporting Survivors**

Women and young people who have experienced rape, sexual assault and/or childhood sexual abuse receive specialist, high quality services which aid their recovery from abuse and contribute to improved wellbeing.



### **Survivor Participation**

Survivors are enabled to participate in both policy development and service provision in relation to violence against women.



### **Effecting Change**

Public and community awareness of and responses to sexual violence will be improved and the negative impacts of sexual violence on families and communities reduced.



## **JOB DESCRIPTION**

### **Advocacy Worker**

This post is restricted to female applicants only  
(exempt under Schedule 9, Part 1 of the Equality Act 2010)

<b>Responsible to</b>	Support Services Team Leader
<b>Responsible for</b>	The delivery of specialist justice advocacy services for survivors age 16+.
<b>Purpose of role</b>	The overall purpose of this post is to provide support and advocacy to survivors who are engaged, or considering engaging, with the criminal justice system following an experience of sexual violence.
<b>Based</b>	Perth, covering Perth & Kinross (evening and occasional weekend work required)
<b>Hours</b>	28 hours per week (Monday – Thursday)
<b>Salary</b>	£30749 (pro-rata)
<b>Length of Post</b>	March 2025
<b>Pension</b>	RASAC P&K provides an auto enrolment pension of 5% to eligible employees. Further information available following successful application.
<b>Annual leave</b>	30 days plus 11 public holidays (pro-rata)
<b>Supervision</b>	Internal support & supervision is provided every 6-8 weeks. External supervision is mandatory and will be provided on a monthly basis.
<b>Closing date for application</b>	<b>9am Friday 12th August 2022</b>

**Full PVG checks will be required for this role.**





### **Principal Duties – National Advocacy Project**

- 🕒 Provide a support and advocacy service to survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence
- 🕒 Provide emotional and practical support to survivors of sexual violence whose cases do not proceed to court, including access to follow on services
- 🕒 Develop and ensure the effective implementation of relevant referral processes to ensure survivors of sexual violence have enhanced access to support and advocacy services throughout their involvement in the criminal justice process
- 🕒 Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including where appropriate the development and delivery of training inputs
- 🕒 Publicise the service offered through the advocacy service to enhance access to the service across voluntary and public sector agencies.
- 🕒 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
- 🕒 Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors of sexual violence and for partner agencies; including production of statistical data and participation in any evaluations which may be commissioned
- 🕒 Attend training as required
- 🕒 Participate in regular national meetings for the project.
- 🕒 Any other duties that are relevant to the post and agreed with the Centre Manager.

### **Principal Duties - Centre Specific**

- 🕒 Contribute to the learning and development of staff and volunteers within the centre in relation to criminal justice processes
- 🕒 To provide email and telephone support for survivors as required.
- 🕒 To record all information pertaining to RASAC P&K's support services accurately and appropriately in line with OASIS Case Management System and GDPR policies.
- 🕒 To contribute positively to the overall mission, vision and values of RASAC P&K.
- 🕒 Contribute to the development of and adhere to the Centre's policies and procedures.
- 🕒 Regular liaison with the team to assess current provision, identify gaps and develop service provision to more effectively meet the needs survivors.

### **Equality and Diversity**

- 🕒 Adhere to good practice and contribute to the development of services in accordance to standards set out within the LGBTI Transgender Inclusion Charter and RASAC P&K's LGBTI Inclusion Plan
- 🕒 Shape service provision in consultation with survivors
- 🕒 To ensure that the development and delivery of support and advocacy recognises the additional barriers and inequalities faced by survivors of sexual violence from marginalized groups and communities and strives to promote at all times inclusive and anti-discriminatory practice across all aspects of the service.

### **Quality Assurance**

- 🕒 To work within a feminist, survivor-centred approach
- 🕒 To adhere to Rape Crisis Scotland's National Service Standards

**This job description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks.**



## Advocacy Worker Person Specification

Criteria	Essential	Desirable
<b>Knowledge &amp; Skills</b>	Ability to clearly articulate an understanding and commitment to a feminist analysis of gender based violence	<p>Knowledge of the Third Sector and its role in addressing Violence Against Women</p> <p>Knowledge of the Justice Process following Rape or Sexual Assault</p>
	Knowledge of the impact that sexual violence has on survivors and communities	
	Understanding of the factors that may help or hinder reporting or disclosure of sexual violence	
	Excellent communication and negotiation skills.	
	Excellent planning and organisation skills with the ability to prioritise workload, managing tight deadlines when required	
	Understanding of independent advocacy principles	
<b>Experience</b>	Experience of providing advocacy and/or crisis, emotional and practical support for individuals affected by trauma	<p>Experience of working with people affected by rape or sexual abuse</p> <p>Experience of delivering online support</p>
	Ability to use creative methods for monitoring and evaluation.	
	Experience of producing written reports	
	Experienced in the use of IT for self-administration e.g., Microsoft, excel, email and internet	
	Experience of working with a range of agencies across sectors	
<b>Personal Qualities</b>	A high level of commitment to the values and ethos of RASAC P&K	
	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	
<b>Qualifications</b>		Training or Qualifications within any of the following; Violence Against Women, Gender Based Violence, Law, Justice or Social Work
<b>Other</b>	<p>Ability to work flexibly and to do occasional evening and weekend meetings as required by the needs of RASAC P&amp;K</p> <p>Hold a current clean driving license and have access to a car with business insurance</p> <p>Ability to drive regularly across Tayside and as required across mainland Scotland for attendance at National Meetings and court proceedings.</p>	