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**Office 01563 544 686 |** [**admin@starcentreayrshire.org**](mailto:admin@starcentreayrshire.org)

5th August 2022

Dear Applicant,

**Vacancy: Support & Advocacy Worker**

Thank you very much for your interest in working with The STAR Centre, Kilmarnock.

I am enclosing:

* Background Information
* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form

Further information about The STAR Centre is available at www.starcentreayrshire.org 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 **5pm** on **Friday 19th August**. Interviews will be held at our centre in person or online via Zoom depending on the location of the applicant. Due to limited resources, we will only contact you if you have been shortlisted for interview.

Please note that we do not accept CVs. The full application form should be completed and emailed to admin@starcentreayrshire.org.

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

We look forward to receiving your application. In the meantime, if you have any queries about the post please contact me at niki.kidd@starcentreayrshire.org

Yours faithfully,

Niki Kidd

Team Leader/Acting Manager

The STAR Centre

**Background Information: National Advocacy Project**

The National Advocacy Project is funded by the Scottish Government and is a partnership between RCS and the 17 local Rape Crisis Centres across Scotland. The project aims to provide support and advocacy to survivors who have engaged or are considering engaging with the criminal justice system following a sexual crime. The National Advocacy workers meet regularly for ongoing training and peer support and are supported by the National Advocacy Coordinator at Rape Crisis Scotland. You can read more about the National Advocacy project here <https://www.rapecrisisscotland.org.uk/national-advocacy-project/>

Rape Crisis Scotland is a national charity working to end sexual violence.

Rape Crisis Scotland’s aims are to:

* Challenge prejudicial attitudes towards survivors of sexual violence
* Work with local Rape Crisis Centres to improve access to timely, consistent, high quality support
* Provide a National Helpline to offer daily support to survivors of sexual violence across Scotland
* Assist in the development of new rape crisis provision around Scotland
* Provide a central information and resource service on sexual violence
* Prevent sexual violence, including through the delivery of our National Prevention Programme across schools in Scotland

The broad objectives of the National Advocacy Project are:

* An improvement in the support available to survivors of rape and serious sexual crime
* An improvement in the experience of the criminal justice process for survivors of rape and serious sexual crime
* The development of a better understanding of motivations whether or not to proceed within the criminal justice process, and what difference advocacy support makes to this decision.

**Background Information:  The STAR Centre**

The STAR Centre (Ayrshire’s Rape Crisis Centre) offer free, confidential and trauma-informed support and information to anyone over the age of 12 years who has experienced sexual violence or knows someone who has, across Ayrshire. We support people of all genders, including all members of the trans community and non-binary people.  We will listen, believe, and support anyone of any race, ethnicity, sexual orientation, disability, gender identity, religious and cultural background.

We offer support via face-to-face meetings; telephone support; email support; video calls and live chat drop-in sessions.  Our dedicated services include: Support, this service is for anyone over 25 years who has experienced any form of sexual violence at any time in their life.  Support is also available for friends and family members; Support for Young People, A dedicated service for young people aged 12 to 25 years, who have experienced any form of sexual violence; Advocacy, A specialised service for anyone who has reported or is considering reporting an experience of sexual violence that happened recently or in the past; Prevention, Our Prevention workers deliver sexual violence prevention workshops to young people aged between 12 and 25 years, in schools and youth groups across Ayrshire.

This post is initially funded by the Scottish Government until end of March 2023, with continued funding being sought beyond then.

**The STAR CENTRE JOB DESCRIPTION**

TITLE: Support & Advocacy Worker

HOURS: 28 Hours

SALARY: £26,500 pro-rata

PENSION ENTITLEMENT An employer’s contribution of 6% is payable

ANNUAL LEAVE ENTITLEMENT As per centre’s terms and conditions

RESPONSIBLE TO: Team Manager and Advocacy Lead

Purpose of the post:

The overall aim 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.

**A**  **Summary of main responsibilities and activities – National Advocacy Project**

1. 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, along with their family and supporters where appropriate.
2. Provide emotional and practical support to survivors of sexual violence whose cases do not proceed to court, including access to follow on services.
3. 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.
4. Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including, where appropriate, the development and delivery of training inputs.
5. Publicise the service offered through the advocacy service, to enhance access to the service across voluntary and public sector agencies.
6. 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.
7. 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.
8. Attend training as required
9. Participate in regular support and supervision sessions.
10. Participate in team meetings.
11. Any other duties that are relevant to the post and agreed with the Centre Manager/line manager.
12. **Centre specific duties**
13. Contribute to the learning and development of staff and volunteers within the Centre in relation to support and advocacy practice and the criminal justice processes.
14. Providing direct support, including crisis support where required, to service users in contact with the Centre.
15. Contribute to the running of the Centre including responding to centre enquiries, assisting with the develop of practice guidance and protocols , offering support cover during staff absence and other agreed duties relevant to the development of this new service
16. Any other duties as required by the post.

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

**Person Specification: Support & Advocacy Worker**

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| Criteria | Essential | Desirable |
| Knowledge & Understanding | A feminist analysis of sexual violence.  Understanding of the impact of rape and sexual abuse.  Some knowledge of Scottish legislation, policy, and government strategy in relation to rape and sexual violence. | Understanding of the factors that may help or hinder reporting or disclosure of sexual violence.  Understanding of independent advocacy principles. |
| Experience | Experience of providing advocacy, crisis, emotional and practical support and information.  Experience of working with people affected by rape or sexual abuse.  1 year’s experience of working directly with survivors of gender based violence. | Experience of multi-agency working at both case and policy levels. |
| Skills & Abilities | Excellent communication and negotiation skills.  Capable of using own initiative and of meeting tight deadlines.  Excellent organisational skills.  Skilled in use of IT e.g. for case notes, email, internet searches.  Ability to communicate confidently and persuasively with a variety of groups, organisations, and agencies. | Monitoring, data analysis, and evaluation skills.  Report writing skills. |
| Qualifications |  | Counselling Qualification.  Rape Crisis Scotland, Violence Against Women, or Gender Based Violence training. |
| Other | Commitment to equality & diversity and anti-discriminatory practice.  Ability to work flexibly and to do evening/weekend work as required.  Ability to meet the travel requirements of the post, which will include travel to court and other criminal justice related meetings, national training events and may involve overnight stays. |  |

Application to The STAR Centre

for the post of Support & Advocacy Worker

To be returned to: admin@starcentreayrshire.org

by: 5pm Friday 19th August 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: | | 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). Your referees should be your line manager / former line manager. If this is not possible please explain why. | | | | | | |
| 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 the 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**. Do not include a CV as this will not be considered. | | | |
| **Section 6: References** | | | |
| The STAR Centre 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/no | |
| 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:  Yes/no | |
| 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/no | |

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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 realise that false information or omissions may lead to dismissal without notice.  Signature:  Date: |

For more information on how we use and store your data please refer to our privacy policy <https://www.rapecrisisscotland.org.uk/privacy/> .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.