Thursday, September 29, 2022

Dear Applicant,

**Vacancy: Advocacy and Support Worker**

Thank you very much for your interest in working with Western Isles Rape Crisis Centre

I am enclosing:

* background information
* job description
* person specification
* application form
* equal opportunities monitoring form

Further information about our organisation’s work is available on Rape Crisis Scotland website <https://www.rapecrisisscotland.org.uk/>.

Please note that the deadline for completed applications is **Friday 28th October 2022**. Interviews will be held Mid November. Due to limited resources, we will only contact you if you have been shortlisted for interview. **All shortlisted candidates will be contacted by Friday 11th November 2022.**

Please note that we do not accept CVs. The full application form should be completed and sent back to [angela.maclennan@wircc.org.uk](mailto:angela.maclennan@wircc.org.uk).

We look forward to receiving your application. In the meantime, if you have any queries please contact me on 01851 709965.

Best wishes,

Angela Maclennan

Centre Manager

Western Isles Rape Crisis Centre

**BACKGROUND INFORMATION:**

Western Isles Rape Crisis is a local charity working with anyone aged 13+ affected by sexual violence in the Western Isles. We offer a range of services including specialist support, advocacy, groupwork and prevention work. We are part of the Rape Crisis Scotland Network.

**VISION STATEMENT**

Our vision is for our community to be a place where all forms of sexual violence and abuse do not exist.

**MISSION STATEMENT**

We will strive to achieve this through healing and social change.  We will provide advice, support and empowerment to survivors of sexual violence and abuse. We will educate and inform our community. We will work in partnership with many people and organisations to learn from our shared knowledge.

**VALUES**

Our values direct how we do our work of healing and social change.

**We believe** that we can best support survivors and prevent sexual violence when many different people and organisations come together, learn from each other’s experiences and knowledge, and create solutions together.

**We believe** that the voices and views of survivors should directly inform all aspects of our work. We actively learn and gather information from survivors, which we use to shape our services and the messages we provide to the community.

**We believe** that that communities and the organisations within them are responsible for preventing sexual violence. We provide information and skills to help them create and maintain environments that support survivors, encourage community action, and hold offenders accountable.

**The National Advocacy Project**

The National Advocacy Project is funded by the Scottish Government and is a partnership between Rape Crisis Scotland and 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 broad objectives of the project are:

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

The project will be externally evaluated to determine the extent to which these objectives are met.

This post is funded through the Scottish Government until the 31st March 2025.

**RAPE CRISIS CENTRE JOB DESCRIPTION**

TITLE: Advocacy & Support Worker

LOCATION: Stornoway

HOURS: 30 hours a week

SALARY: £27,298

PENSION ENTITLEMENT 6% employer contribution

ANNUAL LEAVE ENTITLEMENT 28 days plus 12 public holidays pro rata

RESPONSIBLE TO: Western Isles Rape Crisis Centre Manager

**Purpose of the post**

The overall aim of this post is to provide support and advocacy to survivors who may be engaged, or considering engaging, with the criminal justice system following an experience of sexual violence.

**A Summary of main responsibilities and activities**

1. Provide a support and advocacy service to survivors of sexual violence who may be engaging, or considering engaging, with the criminal justice system following an experience of sexual violence
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. Contribute to the running of the Centre including supporting other projects as service requires

**B Centre specific duties**

1. Contribute to the learning and development of staff and volunteers within the centre in relation to criminal justice processes
2. Outreach throughout the geographical area that comprises the Outer Hebrides
3. Participation in centre activities
4. Attend relevant inter-island/mainland meeting and training

Any other duties as required by WIRCC Board of Directors

**Person Specification: Support & Advocacy Worker**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Knowledge & Understanding** | A feminist analysis of gender-based violence.  Understanding of the impact of sexual violence and trauma  Thorough knowledge of the issues relating to sexual violence  Understanding of Trauma Informed Practice | Knowledge of Scottish legislation, policy and government strategy in relation to sexual crime and the violence against women agenda  Understanding of the factors that may help or hinder reporting or disclosure of sexual violence  Understanding of independent advocacy principles  Understanding of criminal justice processes in relation to sexual crime |
| **Experience** | Experience of independent advocacy work  Experience of working with people affected by sexual violence  Experience of responding to disclosures  Experience of maintaining professional boundaries  Experience of multi-agency working  Experience of working effectively as part of a team | Experience delivering individual support and/or advocacy to survivors of sexual violence  Experience of child protection and vulnerable adult protection guidelines and legislation |
| **Skills & Abilities** | Excellent communication both oral and written  Capable of using own initiative & prioritise workload  Excellent organisational skills  Skilled in use of IT: Microsoft, Case Management Systems, Internet etc.  Ability to communicate confidently and persuasively with a variety of groups, organisations and external agencies.  Excellent negotiation skills | Monitoring and evaluation skills  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies  Report writing skills |
| **Qualifications** | Relevant qualification (e.g. counselling, community education, Social Work, psychology or other related field) or working towards this. | Gender Based Violence Training  Trauma Informed Interventions |
| **Other** | Use of own car and clean driving license.  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 and requirements of the post including inter-island and mainland travel. | Understanding of the unique cultural attitudes in the Western Isles |

**Application to Western Isles Rape Crisis Centre**

**for the post of Advocacy and Support Worker**

**To be returned to:** angela.maclennan@wircc.org.uk

**by:** Friday 28th October 2022

|  |  |
| --- | --- |
| **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: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 2: Qualifications and training**  **(Only enter those qualifications and/or training necessary or relevant to the job)** | | | | | | |
| Qualification and/or training | | | Subject | | Date | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
| **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). | | | | | | |
| Dates | | Name and address of employer | | Job title and nature of work | | Reason for leaving |
| From  DD/MM/YY | To  DD/MM/YY |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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) and your skills and abilities would enable to carry out the duties of this post. Please include any information which you feel is relevant. | | | |
|  | | | |
| **Section 6: References** | | | |
| WIRCC 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: | |
| 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: | |
| 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: | | Address: | |
| May we, with discretion, contact your previous employer to discuss this reference:  Yes/no | |

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

**EQUAL OPPORTUNITIES MONITORING FORM**

Western Isles Rape Crisis Centre aims to be an inclusive organisation where everyone is treated with respect and dignity, and there is equal opportunity for all. To assist us in that aim, we would be grateful if you would please complete this form. The information requested below is for monitoring purposes only, it will in no way affect the outcome of your application. Completion of the questionnaire is voluntary, and it will not be viewed until after the selection procedure is completed. WIRCC gives a commitment that this information will remain confidential and held for no longer than is necessary under the Data Protection Act 1998 and according to our Privacy Notice which can be found at <https://wircc.co.uk/privacy-notice/>.

**Where did you receive information about this post?**

……………………………………………………………………………………………………………

**Age monitoring**: Rape Crisis is committed to anti discriminatory practices within the organisation:

**Age Ranges:**

**16 - 24**  **25 - 40**  **41- 55**  **56 - 65**  **66 +** 

Please tick this box if you would prefer not to answer this question: 

**Ethnicity monitoring:**

Rape Crisis is committed to ensuring fairness and equal access to all employees whatever their ethnicity.

**African, Caribbean or Black**

African, African Scottish or African British 

Caribbean, Caribbean Scottish or Caribbean British 

Black, Black Scottish or Black British 

Any other Black background 

(Please describe) …………………………..

**Asian, Asian Scottish or Asian British**

Indian, Indian Scottish or Indian British 

Pakistani, Pakistani Scottish or Pakistani British 

Bangladeshi, Bangladeshi Scottish or Bangladeshi British 

Chinese, Chinese Scottish or Chinese British 

Any other Asian background 

(Please describe) …………………………….

**White**

British 

English 

Irish 

Scottish 

Welsh 

Northern Irish 

Gypsy / Traveller 

Polish 

Any other white ethnic group 

(Please describe) ……………………………

**Other ethnic group**

Arab 

Any other mixed or multiple ethnic groups 

(Please describe) ……………………………..

Please tick this box if you would prefer not to answer this question: 

**Religion and Belief monitoring:**

WIRCC asks you to respond to t

his information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your faith or beliefs.

Christian (*including* *Church of Scotland, Catholic, Protestant and all other Christian denominations)* 

Buddhist  Hindu  Jewish  Muslim  Sikh 

No religion 

Other (please describe) ………………………………………………..

Please tick this box if you would prefer not to answer this question: 

**Sexual orientation monitoring:**

WIRCC seeks to become an exemplar employer and makes sure our processes and practices are fair to all staff. Please help us and do this by completing the following question around your sexual orientation.

Heterosexual/Straight 

Lesbian 

Gay 

Bisexual 

Other (please describe) ………………………………………………..

Please tick this box if you would prefer not to answer this question: 

**Disability monitoring:**

To make positive changes Rape Crisis Scotland wants to address the different barriers faced by disabled people. Employees with a disability or health condition are entitled in law to ‘reasonable adjustment’ to address their need for support in the workplace. Therefore, we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Do you consider yourself to have a disability or long-term health condition?

Yes  No 

If YES, please give details:

……………………………………………………………………………………………………….

Please tick this box if you would prefer not to answer this question: 

**Gender monitoring**:

Rape Crisis Scotland aims to be an inclusive organisation and welcomes applicants from all communities.

1. Please describe your gender:
   * Female (including male to female trans women) 
   * Male (include female to male trans men) 

Please tick this box if you would prefer not to answer this question 

1. Have you ever identified as a trans gender or trans person?
   * Yes 
   * No 

Please tick this box if you would prefer not to answer this question 

**Thank you for completing this monitoring form.**