

Recruitment

Application Pack

# How to Apply

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| Thank you for your interest in the post of Office & Administrative Coordinator.  Please find below information relating to the organisation, our values and ethos, and details of the vacancy. Please note that only information provided in the application form can be considered in the shortlisting process. CVs will not be considered without prior arrangement.  Applications will be shortlisted by scoring the information provided in the application from against the essential and desirable competencies outlined below. Please provide as much information as possible, together with examples, to demonstrate how you meet these competencies. All experience is relevant and need not be limited to paid employment situations.  Completed application forms should be sent to [recruitment‌@rapecrisis‌‌scotland.‌‌org.‌‌uk](mailto:recruitment@rapecrisisscotland.org.uk) by:  **Closing Date for Applications: Wednesday 14 June, 9am**  **Invites to Interview issued by: Wednesday 21 June**  **Anticipated date(s) for interview: Tuesday 4 July**  **Anticipated start date: early August 2023**  An equal opportunities monitoring form should be completed online at ‌‌‌‌[‌‌‌‌‌‌www.‌‌ surveymonkey.co.uk/r/779TYJR](https://www.surveymonkey.co.uk/r/779TYJR)  Due to the volume of applications, you will only receive a response to your application if you are shortlisted for interview. We are unable to provide feedback to unsuccessful candidates at application stage.  We welcome applications from a diverse range of candidates, in particular women of colour and those underrepresented in the workforce. Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.  Please note that a PVG Disclosure check will be carried out prior to employment commencing.  We are keen to ensure an accessible recruitment process; if you have any issues accessing this pack, or require these materials in a different format please contact [emma.reid@rapecrisisscotland.org.uk](mailto:emma.reid@rapecrisisscotland.org.uk).  Our recruitment process is carried out in accordance with the Data Protection Act 1998. For full details on how your information will be used, please see our [Privacy Notice](file:///N:\13.%20%20Policies\Current%20Policies%20&%20Guidance\3.%20Being%20worked%20on\Data%20Protection%20Policies%20&%20Privacy%20Notices\RCS%20Data%20Policy-%20employee%20volunteer%20and%20trustee%20recruitment.doc). |

# About Rape Crisis Scotland

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| Background |
| Rape Crisis Scotland is Scotland’s leading organisation working to support survivors of sexual violence, transform attitudes, improve the justice response to sexual crime and, ultimately, to end sexual violence in all its forms**.**  From the earliest collectives, over 40 years ago, to the modern network of Rape Crisis centres, survivors’ needs and voices have been at the heart of Rape Crisis in Scotland.  There are now 17 Rape Crisis centres in Scotland, the first opening in 1976 in Glasgow and 1978 in Edinburgh. In the mid-1990s the constitution for a new Scottish Rape Crisis Network was created, later becoming Rape Crisis Scotland, with a national office funded by the Scottish Government.  You can read more about the early years of Rape Crisis in our 2009 publication, [Woman to Woman: An Oral History of Rape Crisis in Scotland 1976-1991](https://www.rapecrisisscotland.org.uk/resources/Woman-to-Woman-1.pdf). |

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| Who We Are |
| All of us deserve to live free from the fear and threat of sexual violence. At Rape Crisis Scotland we work to raise awareness of the prevalence and impact of rape, sexual assault and abuse, advocate for better health, justice and community responses, and work to make sure that no matter what happened or when, survivors can access specialist support.  Rape Crisis Scotland is governed by a Board of Directors and is a growing organisation with over 45 staff members, working across a broad range of projects.  We work with our 17 independent local member centres who provide trauma-informed support to more than 6,000 survivors annually.  Rape Crisis Scotland and our member centres are committed to adhering to the Rape Crisis National Service Standards (RCNSS). These standards ensure that all survivors who contact us receive a consistent, high quality services from any member Rape Crisis Centre. |

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| What We Do |
| At Rape Crisis Scotland, our work is diverse and varied. In addition to our work supporting our 17 member centres we also provide the following services:   * A National Helpline, providing support and information to anyone affected by sexual violence. The Helpline is open daily, 5pm until midnight, 365 days a year. * National Advocacy Project, supporting anyone who is thinking about reporting or is engaged in the justice system, helping them to navigate the system. * Prevention work, working with schools, colleges and universities to promote healthy relationships and looking at issues such as consent, and providing support so that they can act to prevent and respond appropriately to disclosures of gender-based violence.   We also work collaboratively with the Scottish Women’s Rights Centre, which provides legal advice and support to survivors of gender-based violence.  For the latest information on the work of Rape Crisis Scotland and our recent campaign work, see our latest [Annual Report](https://www.rapecrisisscotland.org.uk/resources/RCS-Annual-report-2020-2021-web-pages.pdf). |

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| Our Values and Ethos |
| At Rape Crisis Scotland, our guiding principles are:   * Feminism, * Equality and * Human Rights   Our services draw from the guiding principles of gender-based power, reduced power analysis, survivor-centred approach, trauma-based approach and holding perpetrators accountable and our work with survivors is guided by values and principles of being non-judgmental, survivor-led and trauma informed.  As an organisation we are working to embed an intersectional approach, recognising the compounding inequalities and discrimination that survivors, our staff and volunteers may experience and seeking to reflect this in our service provision and broader work. We want Rape Crisis to be a movement that reflects the diverse population of Scotland and seek to support the participation and representation of Black and minoritised communities, disabled people, people of all ages, sexual orientations, gender identities and rural and remote communities.  As an organisation we are trans-inclusive, and pro-choice.  We recognise that our work to become anti-racist and intersectional is an ongoing process, and are committed to reflection, and learning and welcome feedback on how we can improve.  Our principles and approach are important to us, and as an organisation that seeks to work collaboratively with others, we feel it important to share these so that we are transparent and clear with current and future members of staff about our values and the expectations that surround these in terms of how we work together and what we produce.  As we are committed to survivors, we are committed to providing a supportive and empowering environment for our staff, creating an environment where we can inspire each other and allow each other to thrive, working together, collaboratively to achieve our collective goals. |

# Hybrid Working

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| Our office base is in the centre of Glasgow and we have access to a shared office space in Edinburgh. The majority of staff are still either home working or work part of their working week at home and part in the office, under our hybrid working arrangements. The Helpline Support Worker team continue to work primarily from our Glasgow city centre base. It is envisaged that this post will be work primarily from our Glasgow city centre office, but will also require a degree of home working. The necessary hardware will be provided. The post-holder should ensure that they have internet connection suitable for video conferencing. |

# The Role

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| Job title: | Office & Administrative Coordinator | Restrictions: | Women-only\* |
| Department/Function: | Administration | Reports to: | Director of Operations |
| Location: | Glasgow | Travel required: | On occasion, limited |
| Level/Salary range: | P01.1 – £33,007 (pro rata) | Position type: | Part time – 28 hours per week |
| Pension contribution: | 8% employer contribution | Holiday entitlement | 42 days pro rata, inclusive of public holidays |

# Job Purpose

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| The Office & Administrative Coordinator will be responsible for the coordination and smooth running of office and administrative systems at Rape Crisis Scotland (RCS), including:   * The development and maintenance of all office and online systems necessary for the smooth running of the RCS hybrid office * Overseeing regular review and updating of RCS policies and procedures * The development and oversight of HR systems, policies & procedures * The implementation of safe working practices and ensuring compliance with health and safety across the organisation * Implementing robust processes for data security and compliance with our confidentiality policies and the Data Protection Act * Ensuring timely preparation of financial reports required by the RCS Board of Directors, the RCS leadership team and funders   The Office & Administrative Coordinator will line-manage and support the RCS Office & Administration team to plan their work and objectives to align with organisational priorities, and work closely with the contracted Finance Worker.  The Office & Administrative Coordinator will provide information and highlight key risks and considerations to the Director of Operations in relation to office systems, data protection, Health and Safety and HR as required.  The Office & Administrative Coordinator will act as the lead within RCS on data protection and health & safety. |

# Coordinator Responsibilities

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| The following are shared responsibilities of all line-management level Coordinators at RCS:   * Collaborate with and support other members of RCS’s Management Team * Contribute to the development of RCS strategy through ongoing evidence-gathering and feedback * Contribute towards the development of policies and procedures at RCS, including where needed, the writing of them. * Develop, maintain, and influence internal networks within RCS and member Rape Crisis Centres to build cohesion and ensure good communication throughout * Develop, maintain, and influence relationships with relevant external stakeholders * Demonstrate the values and principles of RCS in all aspects of your work * Support RCS to develop and maintain a culture where fairness, respect, equality, good communication, engagement and wellbeing are in place and recognised as important |

# Specific Responsibilities of this Role

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| Provide operational leadership for RCS with regards to administrative and office systems. This includes:   * To develop, implement and monitor the delivery of the RCS office & administrative workplan * Ensure smooth running of the RCS office by ensuring key systems and contracts are in place are in place (including but not limited to IT, phones, cleaning, utilities, insurance etc) * Support RCS financial systems through compiling financial reports and claim forms and other financial administration * Support good governance of RCS through support for Board of Directors and annual AGM. * Ensure compliance with charity law including ensuring timely submissions and up to date information are held by OSCR, Companies House, ICO, the Lobbying register and other relevant organisations. * To provide progress, impact and financial reports as required, for example to the RCS Board of Directors, funders etc. * To ensure organisational compliance on HR, GDPR and Health & Safety * To identify and manage risk relating to GDPR, health & safety, HR and other key office and administrative systems within RCS   Ensure that the operation and development of the RCS administrative systems are:   * Delivered in line with RCS’s values, principles, and requirements of the Rape Crisis National Service Standard. * Delivered within appropriate timescales and budgets * Resourced appropriately * Planned and monitored with regard to future development opportunities and risks   Line manage members of RCS’s Office & Administrative Team:   * Work with individuals to agree work plans and monitor their completion * Provide support, leadership, and opportunities for employee development * Manage conduct and performance in line with RCS policies * Manage recruitment, selection and induction in line with RCS policies |

# Person Specification

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| **The successful post holder must demonstrate the following:**   * Excellent understanding of, and support for, RCS’s values and principles which are based on an intersectional feminist, person-centred and trauma-focussed approach to gender-based violence (GBV) * A good understanding of sexual violence and the impact on survivors. * Experience of coordinating office and administration systems * Experience of line management * Experience of negotiating contracts * Excellent understanding of confidentiality and GDPR requirements, in particular in the context of a support service * Excellent understanding of health & safety in relation to office and hybrid working * Excellent understanding of HR requirements, including relevant policies and procedures * Proven ability to manage competing deadlines and an often reactive workload * Ability to plan work and deliver objectives in a largely autonomous way – utilising support from colleagues and management.   **Essential skills required:**   * Decision-making * Financial report writing * Written communication and verbal communication, including the handling of complex emotional conversations * Policy development and implementation * Risk management * Creative/adaptive thinking   **In addition, the following would be desirable:**   * Knowledge of SAGE   Please note, this role will include working occasional evenings and weekends. RCS is committed to flexible working and positive work-life balance. Travel will be planned and agreed well in advance, with consideration for the post holder’s other commitments. |

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

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| Approved by: | Sandy Brindley | Date: | February 2023 |
| Last updated by: | Sarah Gurney | Date/Time: | May 2023 |