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May 2023

Dear Applicant,

**Vacancy: Justice Advocacy Worker**

Thank you very much for your interest in working with Lanarkshire Rape Crisis Centre.

I am enclosing:

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

Further information about Lanarkshire Rape Crisis Centre (LRCC) is available at <https://lanrcc.org.uk/> 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 **9am on Tuesday 20th of June**. Interviews will be held on **Wednesday 12th of July**. Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email by **Tuesday 27th June**.

Please note that we do not accept CVs. The full application form should be completed and emailed to recruitment@lanrcc.org.uk. The completed equal opportunities monitoring form should be completed by the **20th of June** online at <https://forms.office.com/e/EKunZxw3sS>

All posts we recruit require a female applicant under Schedule 9, Part 1 of the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

We look forward to receiving your application. In the meantime, if you have any queries about the post, please get in touch on [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

Best wishes,

Helen Provan

Centre Director

Lanarkshire Rape Crisis 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. You can read more about the National Advocacy project here <https://www.rapecrisisscotland.org.uk/national-advocacy-project/>

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: Lanarkshire Rape Crisis**

Lanarkshire Rape Crisis Centre, established in 2004, is part of the national network of 17 Rape Crisis Centres who are members of Rape Crisis Scotland and adhere to the RCS National Service Standards.

You can find out more about what Rape Crisis support involves in our short film Making Recovery a Reality <https://www.youtube.com/watch?v=D7MSqIok0zw>

Lanarkshire Rape Crisis:

* Provides trauma informed therapeutic 1:1 & group support to women and girls who have experienced rape and all forms of sexual violence (aged 12+) as well as their friends, family, partners and workers. We also provide crisis support options for male survivors and survivors of all gender identities.
* Provide advocacy support to those considering or engaging with the criminal justice process; this post relates to one of 4 justice advocacy worker positions currently operating in Lanarkshire. The team manager will provide induction, training and ongoing support to this post.
* Works in partnership with other key stakeholders to improve understanding of gender-based violence and trauma informed responses to survivors of sexual violence
* Delivers prevention work with young people as part of the Rape Crisis Scotland National Prevention Programme. <https://www.rapecrisisscotland.org.uk/prevention/>
* Delivers specific project work; currently our STAMP Project provides opportunities for young people to gain knowledge and experience in activism and challenging all forms of Gender Stereotypes in the Media

The Centre is based in central Hamilton. However, justice advocacy workers spend parts of their working time in locations such as court buildings and police stations.

This post is initially funded by the Scottish Government until the end of March 2025, and LRCC is committed to securing continued funding beyond the initial funding period.

**LANARKSHIRE RAPE CRISIS CENTRE JOB DESCRIPTION**

TITLE: Support & Advocacy Worker

HOURS: Part time – 28 – 31.5 hours per week

SALARY: £28,687 (pro-rata)

PENSION ENTITLEMENT 6%

ANNUAL LEAVE ENTITLEMENT 27 days personal (increasing by 1 day per year up to

maximum of 30 days), plus 12 days Public Holidays (all pro

rata)

RESPONSIBLE TO: Service Manager (Justice Advocacy and Prevention)

Purpose of the post:

The overall aim of this post is to provide support and justice 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. Through the local centre, 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.
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 Director/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 services
16. Any other duties as required by the post.

All posts we recruit require a female applicant and exempt under Schedule 9, Part 1 of the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

**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.  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, and/or emotional, practical support and information.  Experience of working with people affected by crimes of violence. | Experience of multi-agency working at both case and policy levels.  Experience of working with people experiencing complex trauma. |
| Skills & Abilities | Capable of using own initiative and of meeting tight deadlines.  Excellent organisational skills, ability to prioritise competing workloads.  Skilled in use of IT e.g. for case notes, email, spreadsheets & databases  Ability to communicate confidently, professionally and persuasively with a variety of groups, organisations, and agencies. | Monitoring, data analysis, and evaluation skills.  Report writing skills.  Ability to understand and analyse complex or legal information to then advocate on behalf of service users.  Ability to break down complex information for service users. |
| Qualifications |  | 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. | Hold a current clean driving licence and access to a car with business use insurance (postholders will be required to travel to appointments across Lanarkshire and court hearings in Glasgow) |

Application to Lanarkshire Rape Crisis Centre

for the post of Justice Advocacy Worker

To be returned to: [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

by: 9am on Tuesday the 20th of June 2023

The boxes will expand if necessary to fit your responses if done electronically. Otherwise please continue on a separate sheet of paper

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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: |
| Where did you hear about this post or see it advertised? |  |
| Do you have any particular requirements to facilitate your access to interview, or relevant to the job, which we need to know about? | YES NO |
| If yes, please give details: |  |

If completing this form electronically, you may be asked to sign a copy of this form if you attend interview.

Signed ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

THIS SHEET WILL BE DETACHED FOR SHORTLISTING

*Office use only / Reference number*……….

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**Application to Lanarkshire Rape Crisis**

**for the post of**

**Justice Advocacy Worker**

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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 each 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**. **LRCC is a third sector, feminist organisation providing prevention and support services across Lanarkshire. Giving consideration to the personal qualities identified in the job specification, please also tell us why you are applying for this position and why you believe you are the best candidate for this role** Do not include a CV as this will not be considered. | | | |
| **Section 6: References** | | | |
| LRCC 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: |

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.