

Recruitment

Application Pack

# How to Apply

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| Thank you for your interest in the post of **P/T SWRC Advocacy Worker**  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 9am on **Monday 24th September 2023.**  **Closing Date for Applications: 25th September 2023**  **Invites to Interview issued on: 26th September 2023**  **Anticipated date(s) for interview: 9th October 2023**  **Anticipated start date: Late November 2023**  An equal opportunities monitoring form should be completed online at ‌‌‌‌[htt‌‌‌‌‌‌‌ps:‌‌‌‌‌//‌‌‌‌‌‌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 [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@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](https://www.rapecrisisscotland.org.uk/resources/Board-of-Directors.docx) and is a growing organisation with over 45 staff members, working across a broad range of projects.  We work with our 17 independent local 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-2019-2020.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. |

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| **Background to SWRC** |
| The SWRC is a unique collaborative project between Rape Crisis Scotland (RCS), JustRight Scotland, and the University of Strathclyde Law Clinic. The SWRC provides free legal information, advice, representation and advocacy services to self-identifying women in Scotland affected by abuse and violence.  The SWRC strives to fill the gap that exist between women’s experiences of gender based violence (GBV) and their ability to access justice by providing free, specialist legal information, advice, advocacy and representation to women in Scotland (aged 16 and over) who have been affected by GBV, through the delivery of direct services:   * Triage Helplines offering legal information to women survivors of GBV across Scotland * Weekly legal surgeries offering legal advice * Representation accessed through our Take On process * Advocacy support to women who the SWRC is representing to address non legal needs and facilitate engagement in the civil legal process * FollowIt App – an incident recording app for women survivors of stalking in Scotland   The SWRC aims to test small scale innovations and to share good practice and learning through public legal education. The SWRC is committed, as part of its wider remit, to improve outcomes for women who have experienced violence through contribution to policy, research, information and training. For more information on the SWRC please visit our website at: [www.scottishwomensrightscentre.org.uk](http://www.scottishwomensrightscentre.org.uk)  The employing organisation for the SWRC Advocacy Worker is Rape Crisis Scotland.  This post is funded by the Scottish Government through annual grant funding to the SWRC. |

# 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 default position is either for home working or a split between home working and the office. It is envisaged that this post will require a degree of home working and 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: | Part-time SWRC Advocacy Worker | Restrictions: | Women-only\* |
| Department/ Function: | Scottish Women’s Rights Centre (SWRC) | Reports to: | SWRC Access to Justice Coordinator. |
| Location: | Glasgow/Edinburgh | Travel required: | On occasion |
| Level/Salary range: | AP 5.1 - £29,704 (pro-rata) | Position type: | Part-time,  17.5 hours/wk |
| Pension contribution: | 8% employer contribution | Holiday entitlement | 42 days, inclusive of public holidays (pro-rata) |

# Job Purpose

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| The overall aim of this post is to provide outreach support and advocacy to survivors who are engaged with the SWRC following an experience of Gender Based Violence (GBV). This role would have a focus on the SWRC advocacy triage helpline, and other survivor contact methods such as electronic contact. |

# SWRC Advocacy Worker Responsibilities

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| * Provide short term advocacy support for women SWRC solicitors are unable to represent, to assist them to access services and/or identify alternative representation * Provide short term advocacy support for women following on from the triage helpline. * Provide casework support to survivors and provide casework cover during periods of leave within the advocacy team. * To staff a triage helpline for women survivors of gender based violence. * To respond to survivors accessing the service via email or electronic forms. * Provide advocacy support to survivors of GBV, including access to follow on services. * To enhance access to justice for women survivors of gender based violence through the delivery of FollowIt App. * To accurately record contacts and relevant information on the SWRC case management system following SWRC protocols and procedures. * Work in partnership with relevant agencies to enhance responses for survivors of GBV. * Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors 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 support and supervision sessions. * Participate in team meetings   **Other duties:** any other duties relevant to the role as required. If other duties become regular these may be added to job description via negotiation. |

# General Responsibilities of this Role

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| The following are shared responsibilities of all SWRC staff   * To work independently but also collaboratively with other members of the SWRC team and our collaboration partners. * To complete other tasks necessary to contribute to the operational management, sustainability and development of SWRC in the pursuit of its strategic goals. * To prioritise work effectively and ensure that work is completed professionally and to high standards. * To ensure that an inclusive approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of RCS and SWRC values of collaboration, social justice, inclusion, empowerment, and innovation. * To conduct all work in line with RCS and SWRC policies and procedures, including our Equalities and Diversity Policy.   These tasks and responsibilities may change in line with service and project needs in the future. |

# Person Specification

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| The successful post holder must demonstrate the following:  Essential skills required:  E1: A feminist analysis of gender based violence (GBV).  E2: Understanding of the impact of GBV.  E3 Knowledge of the civil or criminal justice process.  E4 Understanding of the factors that may help or hinder engagement with the civil and criminal legal process.  E5 Excellent support and communication skills.  E6 Excellent Organisational skills  E7 Skilled in use of IT e.g. for case notes, email, internet searches.  E8 Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies.  E9 Experience of providing advocacy, crisis, emotional and practical support and information.  E10 Experience of multi-agency working at a case level.  E11 Commitment to equality & diversity and anti-discriminatory practice.  E12 Ability to work flexibly and to do evening /weekend work as required.  E13 Ability to meet the travel requirements of the post.  In addition, the following would be desirable:  D1 Some knowledge of Scottish legislation, policy and government strategy in relation to GBV.  D2 Understanding of independent advocacy principles.  D3 Understanding of the legal options and remedies available to survivors of GBV.  D4 Use of databases and online forms.  D5 Experience of working with women who have experienced GBV.  D6 Rape Crisis Scotland, Violence Against Women or Gender Based Violence training. |

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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: | Katy Mathieson | Date: | 05/09/2023 |
| Last updated by: | Clair Jones | Date/Time: | 05/09/2023 |