



Support and Advocacy Worker (21 hours): Job Description

Title	Support & Advocacy Worker
Hours	21 hours per week
Salary	£30,861 per annum (FTE)
Pension entitlement	8%
Annual leave entitlement	30 days plus 12 days public holiday (pro rata)
Responsible to	Manager

Purpose of the post

The overall aim of this post is to provide trauma-informed emotional and practical 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

1. Provide emotional and practical 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 Rape Crisis Scotland.
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. Participate in Rape Crisis network meetings, development days and training with Rape Crisis Scotland and member centres. This may involve some travel and occasional overnight stays.
9. Attend training and team meetings as required.
10. Participate in regular support and supervision sessions.
11. Any other duties that are relevant to the post and agreed with Moray Rape Crisis.

Person Specification: Support & Advocacy Worker

Criteria		Essential		Desirable
Knowledge & Understanding	E1	Understanding of a feminist analysis of sexual violence.	D1	Understanding of the factors that may help or hinder reporting or disclosure of sexual violence.
	E2	Understanding of the impact of rape and sexual abuse.		
	E3	Some knowledge of the Scottish Criminal Justice system as it relates to gender-based violence, and of Scottish legislation, policy and strategy in relation to sexual and gender-based violence.	D2	Understanding of independent advocacy principles.
Experience	E4	Experience of providing advocacy, crisis, emotional and practical support and information.	D3	Experience of multi-agency working at both case and policy levels.
	E5	Experience of working with people affected by rape or sexual abuse, and other forms of gender-based violence.	D4	Experience of delivering outreach support.
	E6	Experience of delivering emotional/psychological support work involving mental health and/or trauma.	D5	Experience of service development and/or taking the lead on specific pieces of work.
	E7	Experience of supporting people who self-harm and/or express suicidal intention.		
	E8	Experience of managing a caseload and of working to professional boundaries.		
	E9	Experience of child and adult protection guidelines and legislation.		
	E10	Sound experience of successful team working.		

Criteria		Essential		Desirable
Skills & Abilities	E11	Excellent communication and negotiation skills.	D6	Monitoring, data analysis, and evaluation skills.
	E12	Capable of using own initiative and of meeting tight deadlines.	D7	Report writing skills.
	E13	Excellent organisational skills.	D8	Experience of service user involvement/ participation.
	E14	Skilled in use of IT e.g. for case notes, email, internet searches.		
	E15	Ability to communicate confidently and persuasively with a variety of groups, organisations, and agencies.		
Qualifications			D9	Counselling, Social Work, Community Education or other relevant qualification
			D10	Rape Crisis Scotland, Violence Against Women or Gender Based Violence training.
Other	E16	Commitment to equality & diversity and anti-discriminatory practice.		
	E17	Act with integrity and respect when working with all service users, agencies and individuals.		
	E18	A resilient approach and clear strategies for managing self at work.		
	E19	Ability to work flexibly and to do evening/weekend work as required.		

Criteria		Essential		Desirable
	E20	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.		