



### **Support and Development Lead (28 hours): Job Description**

<b>Title</b>	Support and Development Lead
<b>Hours</b>	28 hours per week
<b>Salary</b>	£34,635 FTE
<b>Pension entitlement</b>	8%
<b>Annual leave entitlement</b>	30 days, plus 12 days Public Holidays (pro rata)
<b>Responsible to</b>	Manager

### **Purpose of the post**

The overall aim of this post is to provide day-to-day coordination of MRC's support and advocacy service for survivors of sexual violence, including the provision of high-quality line management and supervision for a number of MRC's support workers and volunteers. The post-holder will take a survivor-centred approach, informed by an understanding of trauma, including complex trauma, and an intersectional, inclusive feminist ethos. The role will also include initial assessment of survivors referred to the MRC's services, and working directly with a small caseload.

### **Summary of main responsibilities and activities**

1. Working closely with the Manager and other service Team Lead role at MRC, develop and provide day-to-day coordination of MRC's support and advocacy service for survivors of sexual violence aged 11 and over.
2. Provide line management and supervision for support workers and volunteers delivering MRC's support and advocacy service.

3. Ensure support is delivered within the boundaries of policy, procedures and relevant legislation.
4. Work collaboratively with MRC's Manager and other service Team Lead to plan and review service development and delivery on a regular basis to ensure responsiveness to survivor needs.
5. Develop and ensure the effective implementation of relevant referral pathways to ensure survivors have access to the services they need.
6. Coordinate and implement MRC's review and evaluation process for support provision.
7. Contribute to monitoring and evaluation frameworks to evidence the impact of the support service for survivors of sexual violence and for partner agencies, including national OASIS database completion, production of statistical data and participation in any evaluations.
8. Contribute to the ongoing development of policies, procedures, information and resources for the service.
9. Provide direct support for a small caseload of survivors, respond to initial referrals and conduct initial needs and risk assessment.
10. Attend MRC's regular services management meetings and other relevant development and evaluation meetings as required.
11. Assist with staff and volunteer recruitment.
12. Represent MRC at multi-agency meetings and build positive working relationships with key stakeholders to ensure a collaborative approach to survivor support.
13. Represent MRC at local community events, agency visits and multi-agency forums to raise awareness of sexual violence and the services provided by MRC.
14. Participate in network meetings with Rape Crisis Scotland and member centres. This may involve some travel and occasional overnight stays.
15. Attend training as required.
16. Participate in regular support and supervision sessions.
17. Any other duties that are relevant to the post and agreed with Moray Rape Crisis.

### Person Specification

CRITERIA		ESSENTIAL		DESIRABLE
<b>Knowledge</b>	E1	Able to explain an intersectional feminist analysis of gender inequality and sexual violence.	D1	Some knowledge of Scottish legislation, policy and government strategy in relation to rape and sexual violence.
	E2	Understanding of the gendered dynamics and broad ranging impacts of rape and sexual abuse.	D2	Training and experienced in delivering trauma-focussed interventions.
	E3	Knowledge and understanding of the barriers to accessing support that may be experienced by survivors with protected characteristics.	D3	Understanding of independent advocacy principles.
	E4	Working knowledge of the Criminal Justice system as it relates to gender-based violence.		
	E5	Relevant qualification in Counselling, Community Education, Social Work, or other related field, or working towards this.		
<b>Skills and Abilities</b>	E6	Good communication skills both written and oral.	D4	Familiarity with using online case management/outcomes recording systems (eg Oasis).
	E7	Skilled in negotiation & developing relationships with partner agencies.		
	E8	Good organisational and analytical skills.	D5	Experience of service user involvement/ participation.
	E9	Ability to manage, support and motivate staff.		
	E10	Able to organise and prioritise workload.		
	E11	Good IT skills (MS Word, Powerpoint & excel).		

CRITERIA		ESSENTIAL		DESIRABLE
<b>Experience</b>	E12	Experience of providing trauma-informed support for survivors of sexual violence.	D6	Experience in delivering presentations and training inputs.
	E13	Experience of delivering outreach support.		
	E14	Experience of service development and co-ordination.		
	E15	Experience of providing support and supervision to staff and/or volunteers.		
	E16	Experience of developing & implementing service delivery policies and procedures.		
	E17	Experience of working in partnership with a range of statutory and voluntary organisations.		
<b>Other</b>	E18	Commitment to equality & diversity and anti-discriminatory and inclusive practice.	D7	Ability to undertake some work from home.
	E19	Act with integrity and respect when working with all service users, agencies and individuals.		
	E20	A resilient approach and clear strategies for managing self at work.		
	E21	Able to undertake evening/weekend work as required.		
	E22	Ability to travel across Moray and elsewhere in Scotland for training & network meetings as required by the post.		