

# Recruitment Application Pack

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## How to Apply

Thank you for your interest in the post of **External Affairs & Communications Manager**.

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 form 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 **Tuesday 4 March 2025, midday**.

**Closing Date for Applications:** **Tuesday 4 March, midday**

**Invites to Interview issued by:** **Monday 10 March**

**Anticipated date for interview:** **Thursday 20 March**

An equal opportunities monitoring form should be completed online at [www.surveymonkey.co.uk/r/779TYJR](http://www.surveymonkey.co.uk/r/779TYJR)

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](#).

## About Rape Crisis Scotland

### Background

Rape Crisis Scotland (RCS) 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. 16 centres are members of RCS and one (Glasgow & Clyde Rape Crisis) operates independently but delivers national prevention and advocacy work alongside the network.

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](#).

### 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 16 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.

## **What We Do**

At Rape Crisis Scotland, our work is diverse and varied. In addition to our work supporting our 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 Service, 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](#).

## **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

Our office base is in the centre of Glasgow. The majority of staff spend part of their working week in the office and part at home, under our hybrid working arrangements. 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

<b>Job title:</b>	External Affairs and Communications Manager	<b>Restrictions:</b>	Women-only*
<b>Department/Function:</b>	RCS Management Team	<b>Reports to:</b>	Director of Operations
<b>Location:</b>	Office based in central Glasgow with a level of hybrid working, to be negotiated.	<b>Travel required:</b>	Moderate travel
<b>Level/Salary range:</b>	E1-E4 (starting at E1 £40,101)	<b>Position type:</b>	Full time
<b>Pension contribution:</b>	8%	<b>Holiday entitlement</b>	43 days inclusive of public holidays

## Job Purpose

The External Affairs & Communications Manager will be responsible for managing and delivering on areas relating to external affairs and communications at Rape Crisis Scotland (RCS)

- Coordinate the organisation's external affairs work, and oversee the delivery of the organisation's policy work
- To ensure the development and delivery of an engaging, accessible, and high-quality communications presence that increases public awareness of issues relevant to gender-based violence and reduces societal tolerance of it.

The External Affairs & Communications Manager will provide information and highlight key risks and considerations to the Director of Operations and the Leadership Team in relation to media, communications, external affairs and other related areas as required.

## Manager Responsibilities

The following are shared responsibilities of all Managers 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

Provide both strategic and operational leadership for RCS with regards to media and communications. This includes:

- Leading the development and delivery of proactive or reactive media responses, social media, planned campaigns, and other communications as needed
- Advising RCS's Leadership Team on strategic communications and management of its external profile
- Supporting Rape Crisis Member Centres with media communication approaches, including crisis management
- Representing RCS in work with the Scottish Government and other stakeholders, partner agencies, and in media. This includes the writing of significant media statements.
- Identifying and managing risk relating to RCS's external media profile

Provide coordination and delivery of RCS' external affairs work. This includes:

- Monitoring political developments and identifying key areas of opportunity and risk
- Coordinating the organisation's policy activity, working with internal specialists to reach policy positions on key issues, and communicate these positions to the relevant audiences effectively
- Drafting and editing policy briefings
- Attending relevant meetings and roundtables
- Managing the organisation's lobbying register entries
- Building and maintaining relationships with a range of key stakeholders

Ensure that the above projects are:

- Delivered in line with RCS's policies, values, principles, and requirements of the Rape Crisis National Service Standards.
- Delivered within appropriate timescales and budgets
- Planned and monitored with regard to future development opportunities and risks

Line manage members of RCS's External Affairs and Communications 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

**The successful post holder must demonstrate the following:**

- Experience of developing and delivering high-profile communications strategies and campaigns
- Experience of writing press releases, reports, media statements and social media content
- Experience of building relationships, engaging effectively with, and influencing the media and other relevant stakeholders

- Experience of delivering communications based on complex policy issues
- Excellent understanding of the Scottish policy and political landscape, and the third-sector's role in these landscapes
- 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.
- Good understanding of the societal, political, emotional, and legal context within which gender-based violence occurs. This includes a recognition of the barriers that exist for survivors from diverse communities including Black and minority ethnic, LGBT, disabled, remote, and rural communities.
- 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.
- Good understanding of confidentiality and data protection requirements with regard to survivor voices

**In addition, the following would be desirable:**

- Experience of integrating fundraising into communications and campaigns
- Line management experience
- Digital resource creation

Please note, this role will include occasional evenings, weekends, and overnight stays. Some travel across Scotland is necessary to support rural participation and attend relevant events. 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.

Approved by:	Sandy Brindley	Date:	30/8/2022
Last updated by:	Sarah Gurney	Date/Time:	13/02/2024

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