



Advocacy and Support Worker (National Advocacy Project) (28 hours) Job description

Role title:	Advocacy and Support Worker
Salary:	£34,070.40 per annum (£27,256.32 pro rata)
Hours:	28 hours per week
Location:	The post-holder will be based in Edinburgh, however travel will be required to deliver the service in Edinburgh, East and Midlothian, and to attend national meetings and events.
Length of contract:	This post is funded by the Scottish Government until March 2026, and we expect further funding to be announced later this year.
Holiday entitlement:	25 days annual leave, 10 days public holiday (pro rata)
Pension entitlement:	Employer contribution at 8% to Pensions Trust Flexible Retirement Scheme
Responsible to:	Head of Adult Services
Supervision:	Internal supervision (one-to-one) provided every 4-6 weeks. External practice support (supervision) provided at a frequency agreed with your line manager.
Training:	Standard training budget applies to this post

Job summary

The post holder will be responsible for providing advocacy and support to survivors who are engaged with, or considering engaging, with the criminal justice system following an experience of sexual violence. The advocacy service is open to survivors of all genders age 12+ living in Edinburgh, Midlothian and East Lothian.

The post holder will take a trauma-informed and person-centred approach to advocacy and support, working both short-term and long-term on a one-to-one basis with service users. The post holder will be required to work across different functions of the service including initial assessment, in -person support, remote support and administrative functions of the service.

Main duties:

Delivery of Advocacy service / working with survivors

- 1 Provide support on a one-to-one basis with a caseload of service users for the duration of their engagement with the criminal justice process. Carry out regular remote check-ins with survivors on your caseload, and provide in-person support at criminal justice related meetings as required. This can include but is not limited to: attending police statements and follow up police meetings, supporting at VIPERs (video identity parades), attending PF meetings and precognitions, providing in court support, attending sentencing hearings.
- 2 Provide emotional and practical support to survivors of sexual violence whose cases do not proceed.
- 3 Conduct initial appointments with survivors newly referred into the advocacy service, assessing their advocacy needs and providing information about their rights, and options in relation to the criminal justice process.
- 4 Conducting one off 'clinic' appointments with survivors who are considering engaging with the criminal justice process, providing information about the process and system to support survivors to make more informed choices about whether to report a sexual offence.
- 5 Provide information and advice to survivors in an unbiased and person centred manner, with a core understanding of the reasons that someone may choose to engage or not engage with the criminal justice system.
- 6 Provide support and advocacy to survivors wishing to withdraw from the criminal justice process.
- 7 Carry out administrative tasks related to the advocacy service delivery on a rota basis. Tasks include: management of waiting list, responding to emails received in the shared mailbox, processing of new referral forms, management of shared calendars, administering and collecting service user paperwork and feedback.

Development and partnership work

- 8 Working in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including where appropriate, the development and delivery of training inputs.
- 9 Publicise the service offered by the Advocacy service to enhance access to the service across voluntary and public service agencies.
- 10 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 the provision of information and feedback to the RCS National Advocacy Project Coordinators.
- 11 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 participating in any evaluations which may be commissioned.
- 12 Attend training as required.
- 13 Participate in regular support and supervision sessions.
- 14 Participate in team meetings.

Main duties (*continued*):

ERCC specific duties

Development work

- 1 Lead on tasks relating to the development of the Advocacy service, as agreed with line manager.

Sustaining and supporting volunteering

- 2 Contribute to volunteer training and development sessions.
- 3 Offer regular meetings and debriefing sessions as required to designated volunteers during their induction period.
- 4 Provide shadowing opportunities to volunteers during day-to-day administrative, development and teamwork tasks.

Working with others

- 5 Establish and maintain effective working relationships with staff from other agencies, including the police, to ensure that the holistic needs of survivors are met.
- 6 Represent ERCC at external meetings.
- 7 Work effectively with the ERCC paid and volunteer worker team.
- 8 Attend internal and external meetings as required.

Working effectively and safely

- 9 Attend internal training and practice development sessions.
- 10 Adhere to all relevant legislation and organisational policies including child and adult protection procedures, health and safety and lone working.
- 11 Work in accordance with ERCC's policy on equality, diversity and inclusion.

Recording and reporting

- 12 Keep accurate records of support provided.
- 13 Contribute data to allow ERCC to monitor and evaluate its services, including use of the OASIS case management system.

This job description is not exhaustive, and following consultation, the post holder may be required to fulfil other responsibilities and tasks, or to cease any of the tasks listed above.