Dear Applicant,

**Vacancy: Advocacy Worker (Maternity Cover)**

Thank you very much for your interest in working with Forth Valley Rape Crisis.

I am enclosing:

* background information
* job description
* person specification
* application form
* equal opportunities monitoring form online link

Further information about Forth Valley Rape Crisis is available at: [www.forthvalleyrapecrisis.org.uk](http://www.forthvalleyrapecrisis.org.uk), and about Rape Crisis Scotland and the work of Member Centres at: [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is 30th June 2025 at 12pm.

\***Please note that we do not accept** **CVs**\*. The full application form should be completed and emailed to recruitment@forthvalleyrapecrisis.org.uk The completed equal opportunities monitoring form should be completed online at <https://forms.office.com/e/b4HB7Wwxpb>.

FVRCC strives to be an Equal Opportunities Employer and positively welcomes applications from all sections of the community; however, this post is exempt from the Rehabilitation of Offenders Act, and females only need apply under the Equality Act 2010 Schedule 9.

We look forward to receiving your application. In the meantime, if you have any queries, please get in touch via email on recruitment@forthvalleyrapecrisis.org.uk .

Best wishes,

Angela Barron

CEO

Forth Valley Rape Crisis

**Background Information:**

**Forth Valley Rape Crisis**

Forth Valley Rape Crisis (FVRCC) established in 2016, is part of the national network of 17 Rape Crisis Centres who are members of Rape Crisis Scotland and adhere to the RCS National Service Standards.

You can find out more about our service by watching our video [Forth Valley Rape Crisis.](https://youtu.be/jnY0uJBvGyg)

More information about the wide range of work undertaken by Rape Crisis Scotland Centre’s across the country can be found at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk).

The work of Forth Valley Rape Crisis:

* Provides trauma informed therapeutic support 1:1 support to people of all genders aged 13+ as well as their friends, family, partners and workers.
* Provide justice advocacy support to those considering, or who are engaging with the criminal justice process. You can read more about the NAP here <https://www.rapecrisisscotland.org.uk/national-advocacy-project/>
* Delivering prevention workshops and engaging with young people across schools and youth settings in Forth Valley Rape Crisis as part of the Rape Crisis Scotland National Prevention Programme. [Prevention | Rape Crisis Scotland](https://www.rapecrisisscotland.org.uk/prevention/)
* We work in partnership with other key stakeholders such as local police, local authorities and schools to improve understanding and provision of gender-based violence and trauma informed responses to survivors of sexual violence.

**Beliefs and Values**

**Core beliefs**

We believe that:

* sexual violence is both a cause and a consequence of inequality amongst genders. It is the result of harmful ideas about gender which influence all parts of society, from personal relationships to institutional responses
* we live in a society where dominant ideas about gender limit the freedom and rights of women, children and LGBTQ+ people and perpetuate negative stereotypes of masculinity for men
* many of the societal inequalities that exist amongst genders result from sexual violence, for example, disruption to education, limited access to housing or negative impacts on mental health
* sexual violence is often perpetrated as a form of hate crime where a person experiences violence as an attack on their identity. For example, it is often perpetrated as a form of homophobic or transphobic abuse
* gender based violence requires an evidence-based, gender-specific response
* survivors are the experts in their own experience, and we will support them to exercise control and direction of their own lives

**Our Values**

**Kindness**

We recognise the importance of kindness and humanity in creating a warm, supportive and welcoming environment in the Centre itself, and for building strong relationships amongst staff, survivors, volunteers and trustees. FVRCC should be somewhere that feels good to be. We believe that kindness can improve resilience, strengthen the ability to withstand stress and challenges, and can contribute to positive, creative solutions. This means that we will:

* make space and time for "softer" values and activities, such as thera-pets, gardening and self-care workshops
* we see our employees as people first, and seek to understand and take account of personal circumstances and challenges
* recognise the impact that working with trauma has on people, and ensure that effective support arrangements are both put in place and used
* proactively recognise, monitor and, where possible, remove barriers to our services and to our governance

**Innovation**

We have the freedom to dream, and to imagine without boundaries the changes we want, to be creative, and to plan how to achieve those changes within the context of our current environment and values. This means that we will:

* welcome and create the space for creative and innovative thinking
* understand and pursue the needs of survivors, and develop innovative practice
* accept the risk that some things may fail, ensure that we learn from both success and failure, and build evidence
* listen to and respect the ideas and opinions of others
* create and maintain a learning culture, and invest in skills and development of staff, volunteers and trustees, building the capacity of the organisation
* be open minded, and consider the best ways to achieve objectives rather than simply following accepted wisdom or practices

**Survivor- centred**

Survivors and survivors' needs are at the heart of our thinking, planning and practice. We will:

* listen to survivors’ voices and ensure they are represented at all levels of the

organisation

* create an environment in which survivors can flourish and are empowered
* ensure that survivors’ views and ideas guide and shape our campaigning, decisions and service development.

**Diversity and representation**

We are committed to improving diversity and representation as we recruit staff, volunteers and trustees, and to identifying and reducing the barriers to access for services. We will:

* support the participation and representation of different ethnic and racial identities, people with disabilities, age, sexual orientation and gender identity and the communities (urban and rural) of Forth Valley
* proactively advertise and publicise opportunities and events across a broad range of organisations, communities and websites
* record progress through skills and governance audits, equal opportunities monitoring and gathering feedback from volunteers, survivors and participants

**Transparency**

We will all be as open and participative as possible, within the limitations of confidentiality and personal safety. We will:

* ensure that the survivors we support understand the nature of and limitations to confidentiality agreements
* have a fair, transparent and accessible complaints process

Our pledge

We will ensure that our core beliefs and values are at the heart of our governance, decision-making, campaigning and the development of our practice and our services.

**FORTH VALLEY RAPE CRISIS CENTRE JOB DESCRIPTION & PERSON SPECIFICATION**

**TITLE: Advocacy Worker (Maternity Cover)**

**HOURS:** Full time 35 hours per week

**SALARY:** £30,610.58

**LENGTH OF POST:** Fixed Term Contract – 8th Sept 2025 – 7th Sept 2026

**LOCATION:** Stirling, with some travel throughout Scotland

**PENSION ENTITLEMENT:** 6%

**ANNUAL LEAVE ENTITLEMENT:** 42 days inclusive of public holiday

**RESPONSIBLE TO:** Management Team

**Purpose of the post:**

The overall aim of this post is to provide support and advocacy for survivors who are engaged, or considering engaging, with the criminal justice system following an experience of sexual violence.

**Summary of main responsibilities and activities – National Advocacy Project**

1. Provide advocacy for survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence
2. Provide emotional and practical support for 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 the Rape Crisis Scotland National Coordinator.
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. The role of an advocacy worker also involves accompanying the survivor to appointments related to the criminal justice process, providing support during police statements, and offering emotional and practical support when the survivor is giving evidence in court.
9. Attend training as required.
10. Participate in regular support and supervision sessions.
11. Participate in team meetings.
12. Any other duties that are relevant to the post and agreed with the Management Team.

**Centre specific duties**

1. Contribute to the learning and development of staff and volunteers within the centre in relation to support and advocacy practice and the criminal justice processes.
2. Contribute to the running of the centre including responding to centre enquiries, assisting with general upkeep of the centre property, offering support cover during staff absence and other agreed duties
3. Any other duties as required by the post.

**Person Specification: Support & Advocacy Worker**

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| **Criteria** | **Essential** | **Desirable** |
| Experience | Experience of providing advocacy, crisis, emotional and practical support and information.Experience of working with people affected by rape or sexual abuse.2 years’ experience of working directly with survivors of gender-based violence. | Experience of multi-agency working at both case and policy levels. |
| Knowledge & Understanding | A feminist analysis of sexual violence.Understanding of the impact of rape and sexual abuse. Some knowledge of Scottish legislation, policy, and government strategy in relation to rape and sexual violence. | Understanding of the factors that may help or hinder reporting or disclosure of sexual violence.Understanding of independent advocacy principles. |
| Skills & Abilities | Excellent communication and negotiation skills.Capable of using own initiative and of meeting tight deadlines.Excellent organisational skills.Skilled in use of IT e.g. for case notes, email, internet searches.Ability to communicate confidently and persuasively with a variety of groups, organisations, and agencies.Ability to balance an empathetic and supportive approach whilst maintaining professional boundaries | Monitoring, data analysis, and evaluation skills.Report writing skills. |
| Qualifications |  | Rape Crisis Scotland, Violence Against Women, or Gender Based Violence training. |
| Other | Commitment to equality & diversity and anti-discriminatory practice.Ability to work flexibly and to do evening/weekend work as required.Ability to meet the travel requirements of the post. |  |

**Application to Forth Valley Rape Crisis Centre**

**for the post of Advocacy Worker (Maternity Cover)**

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| Section 1: Personal details |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):May we contact you at work? yes/no |
| Postcode: | Email address: |
| Do you have any particular requirements to facilitate your access to interview, or relevant to the job, which we need to know about? | YES NO |
| If yes, please give details: |  |
| Do you have a driving license and access to a car? (Desirable but not essential) |  |
| Where did you hear about this post? |  |

If completing this form electronically, please add a scanned signature.

Signed ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

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| Declaration |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. Offers of employment will be subject to satisfactory references, a PVG check and compliance with UK working restrictions. I realise that false information or omissions may lead to dismissal without notice.Signature: (Electronic or scanned will suffice)Date:  |

**THIS SHEET WILL BE DETACHED FOR SHORTLISTING**

Office use only / Reference number……….

Office use only / Reference number……….

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| Section 2: Qualifications and training(Only enter those qualifications and/or training necessary or relevant to the job) |
| Qualification and/or training | Subject | Date |
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| Section 3: Present employer |
| Name & address of employer: | Date commenced employment: |
| Job title:  | Notice required: | Current salary: |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for:   |
| Section 4: Previous employment (list in order, with most recent employer first)  |
| Please list all your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). |
| Dates | Name and address of employer | Job title and nature of work | Reason for leaving |
| FromDD/MM/YY | ToDD/MM/YY |
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| Section 5: Relevant skills, experience and abilities |
| With reference to the job description and person specification, please outline how your work experience (including unpaid work) training, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant, paying specific attention to each Essential and Desirable points in the person specification as scoring and shortlisting will be based on your answering each point. Shortlisting will be based on the information given in this application so please be explicit and give specific examples from your own practice where helpful. Giving consideration to the personal qualities identified in the job specification, please also tell us why you are applying for this position and why you believe you are the best candidate for this role. Do not include a CV as this will not be considered. |
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| Section 6: References |
| FVRC requires a minimum of 2 employment references to cover a three-year period – if necessary, please provide further referees covering the last 3 years. |
| Reference 1: Current / most recent employer |
| Name:  | Position:  | Tel no:  |
| Company name: | Email: Address: |
| May we, with discretion, contact your employer to discuss this reference:Yes/No |
| Reference 2: Previous employer / supervisor |
| Name:  | Position: | Tel no: |
| Company name: | Email:Address: |
| May we, with discretion, contact your previous employer to discuss this reference:Yes/No |
| Reference 3: Previous employer / supervisor |
| Name:  | Position:  | Tel no:  |
| Company name: | Email:Address: |
| May we, with discretion, contact your previous employer to discuss this reference:Yes/No |

Applications will be retained for a 6-month period following the deadline and the successful applicant’s data will be dealt with in line with our GDPR & HR policies.