

NAS Coordinator Application Pack



How to Apply

Thank you for your interest in the post of **National Advocacy Services Coordinator**

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.

Applications will be shortlisted by scoring the information provided in the application form against the essential and desirable competencies in the job description and person specification. 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

Closing Date for Applications: 9am on Tuesday 24th June 2025

Invites to Interview issued by: Friday 27th June 2025

Anticipated date for interview: Tuesday 8th July 2025

An equal opportunities monitoring form should be completed online at

<https://forms.office.com/e/M3rYUr6YWy>

Due to the volume of applications, you will only receive a response to your application if you are shortlisted for interview. We are unable to provide feedback to unsuccessful candidates at application stage.

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.

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 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.

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 17 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 website.

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 women from all backgrounds.

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.

Team

The NAS Coordinator sits within the Justice Services Team, which is made up of the National Advocacy Service and the Scottish Womens' Rights Centre.

The NAS Coordinator will be a member of the National Advocacy Service Team and will line manage the Advocacy Team Lead who carries a caseload and directly manages two Support and Advocacy workers.

The NAS Coordinator is line managed by the Justice Services Manager and will regularly engage in work-planning with the Justice Services Manager and the Director of Justice Services. The NAS Coordinator will also work closely with the Justice Training Worker.

Hybrid Working

Our office base is in the centre of Glasgow, and we offer hybrid working arrangements with a split between home and office working. It is envisaged that this post will require a degree of home working and the necessary hardware will be provided.

The Role

Job title:	National Advocacy Service Coordinator	Restrictions:	Women-only*
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Hours:	21 hours per week	Reports to:	Justice Services Manager
Location:	Office based in central Glasgow; hybrid working negotiable	Travel required:	Occasional
Level/Salary range:	Grade D1-D4 £35,803 - £39,123 pro rata	Duration of Employment:	Currently funded until 31/3/2026 with an expectation that funding will be available beyond this date.
Pension contribution:	8% employer contribution	Holiday entitlement	43 days inclusive of public holidays, pro rata

Job Purpose

The National Advocacy Service Coordinator will be responsible for the operational coordination of the National Advocacy Service. This post will involve working closely with the Rape Crisis network and will help to inform broader criminal justice work at Rape Crisis Scotland. The post-holder will also line-manage the RCS Advocacy Team Leader.

Key Outcomes of the Role:

- The National Advocacy Service and workers throughout the network are supported to deliver the key aims and objectives of the project.
- Individual and systemic issues facing complainers of sexual crime are raised with appropriate agencies and fed into wider RCS strategy work where appropriate
- Key criminal justice agencies are informed by the voices, needs and experiences of survivors of sexual crime
- The RCS NAS team is supported to provide consistent, high quality, trauma informed, advocacy case work support to survivors of sexual violence
- The NAS network is supported to provide consistent, high quality, trauma informed, advocacy support to survivors of sexual violence across Scotland

Coordinator Responsibilities

The following are shared responsibilities of all Coordinators at RCS:

- Collaborate with and support colleagues at all levels within RCS
- 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
- Engage in your own continuous professional development

Specific Responsibilities of this Role

NAS Co-ordination

- Organise quarterly NAS meetings, bringing together advocacy workers to share practice, national updates and to gather feedback
- Facilitate peer support sessions for advocacy workers and team leads
- Deliver and develop induction training for network advocacy workers
- Participate in and report to quarterly Centre Managers Meetings
- Liaise with NAS workers on a regular basis to establish their training needs and organise appropriate external training inputs
- Facilitate communication mechanisms for Advocacy Workers, including monitoring of the NAS Slack and the creation of a quarterly network report
- Provide individual support and guidance to advocacy workers and centres where required
- Collate and consider information from NAS service evaluations and consider further ways to ensure the service is shaped by survivor feedback
- Contribute to funding reports
- Submit monthly feedback reports from survivors to COPFS, Police Scotland and local centres, ensuring this process is as fully utilised as possible.
- Delivery of training to justice partners as required
- Preparing for and attending external meetings with justice partners

- Ongoing review of the NAS handbook
- Developing guidance and resources for national Advocacy Workers as required

Line Management Responsibilities

- Line manage the Advocacy Team Lead for the Rape Crisis Scotland NAS team
- Provide oversight of RCS NAS team's weekly meetings
- Provide oversight of RCS NAS take-on, case management, risk management and safeguarding
- Contactable to RCS NAS team when required, providing line management cover in the absence of Advocacy Team Lead

Other responsibilities:

- Participate in regular Support and Supervision
- Participate in RCS team, management and governance meetings

Other tasks as required by the post

Person Specification

Essential skills required:

E1: Good understanding of, and support for, RCS' values and principles which are based on an intersectional feminist, person-centred and trauma-focused approach to gender-based violence

E2: Good understanding of the societal, political, emotional, and legal context within which gender-based violence occurs. This includes a recognition of the intersecting inequalities that shape violence and the experiences of survivors from diverse communities including Black and minority ethnic, LGBT, disabled, remote, and rural communities

E3: Experience of providing advocacy support to survivors of sexual violence and/or other forms of trauma, with an excellent understanding of case management, boundaries and safeguarding those at risk of harm

E4: Knowledge and understanding of trauma, and the impacts of sexual violence

E5: Experience of working collaboratively and diplomatically with external agencies, with a proven ability to confidently and professionally communicate with a wide range of stakeholders both verbally and in writing

E6: Comprehensive knowledge of the Scottish Criminal Justice System, legislation, policy, and government strategy in relation to rape and sexual violence

E7: Confident with IT systems such as Microsoft software packages and online platforms

E8: Monitoring, evaluation, data analysis, and report writing skills

E9: Proven ability to plan work and manage competing deadlines and priorities, delivering objectives in a largely autonomous way – utilising support from colleagues and management where needed

E10: Good understanding of confidentiality and data protection requirements

In addition, the following would be desirable:

D1: Experience of line management in a trauma service setting

D2: Experience of coordinating and maintaining a network

D3: Relevant qualification or training

D4: Fluent in a community language

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.

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