

Recruitment

Application Pack

# How to Apply

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| Thank you for your interest in the post of **Training Worker.**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 from 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 by **30th June 2025 at 12pm****Closing Date for Applications:** 30th June at 12pm**Invites to Interview issued by:** Thursday 3rd July**Anticipated date(s) for interview: 9th or 10th July**An equal opportunities monitoring form should be completed online [here](https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=_1xQnEVA1EqAF53icL7JvoWchNL3GJlItWtEsIm_onhUNkJSV01BWjNQNFpQTUtIUjlYNDY2QVZMRy4u&analysis=false). 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](https://www.rapecrisisscotland.org.uk/recruitment-privacy-notice/). |

# About Rape Crisis Scotland

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| 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](https://www.rapecrisisscotland.org.uk/resources/Woman-to-Woman-1.pdf). |

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| 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](https://www.rapecrisisscotland.org.uk/resources/Board-of-Directors.docx) 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. |

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| What We Do |
| At Rape Crisis Scotland, our work is diverse and varied. In addition to our work supporting 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.](https://www.rapecrisisscotland.org.uk/resources/RCS-Annual-report-22-23-final-RGB-web.pdf) |

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| **The Training & Membership Development team** |
| The **Training Worker**will be part of the Training & Membership Development team. This team works to build the capacity of member Rape Crisis centres by providing development support, training and resources to support centres as organisations to provide safe, effective and high quality services which are survivor-led. We do this through a process of Quality Assurance via the Rape Crisis National Service Standards and through an ongoing programme of training and development opportunities. The Training Workerwill be responsible for embedding the Standard ‘Lasting Impact’. This Standard ensures that Rape Crisis specialist services are dedicated to ending sexual violence and abuse, driving the impact and effectiveness of services, and fostering lasting change. The Training Worker will deliver training and learning inputs to workers and volunteers internal and external to Rape Crisis services, working to ensure that responses to survivors across organisations are as effective as possible. The postholder will be responsible for making sure our existing training offer is consistent and up-to-date and will provide effective and efficient administration of resources and support for trainers and learners within the RCS Training Centre. They will also deliver introductory level training as required.  |

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| 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, a survivor-centred 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. |

# Hybrid Working

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| 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

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| Job title: | Training Worker | Restrictions: | Women-only\* |
| Department/Function: | Training & Membership Development Team | Reports to: | National Training & Membership Development Manager |
| Location: | To be negotiated | Travel required: | Moderate |
| Level/Salary range: | C1 £31,811 (pro- rata) | Position type: | 28 hours per week (can be negotiated) |
| Pension contribution: | 8% employers contribution | Holiday entitlement | 43 days (pro rata), inclusive of public holidays |

**This is a fixed-term post, currently funded until 31st March 2026.**

# Job Purpose

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| * To develop and deliver training to RCS and Member Centres, external organisations and community groups as part of our work to embed the Rape Crisis National Service Standard Core Standard ‘Lasting Impact.’
* To review and revise existing training materials and processes to ensure sustainability and consistency.
* To administer, develop and promote engagement with the RCS Training Portal on the Knowledge & Learning Hub.
* To deliver a range of learning and knowledge exchange opportunities via the Membership Development Training Programme.
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# Worker Responsibilities

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| The following are shared responsibilities of all Workers 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
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# Specific Responsibilities of this Role

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| * Contribute to the administration, delivery and promotion of a programme of accredited and non-accredited specialist training of workers and volunteers across the Rape Crisis Membership.
* Work to review and update RCS’s existing training packs to ensure consistency.
* Design and develop online learning modules from existing RCS training content.
* Produce accessible, high-quality training materials in line with our values and ethos
* Act as the first point of contact in the RCS Training Centre for enrolled and prospective learners with respect to registration and academic issues, liaising with the National Training & Membership Development Manager where necessary.
* Provide effective and efficient ongoing support for trainers and learners within the RCS Training Centre.
* Monitor, maintain and update the KLH training portal, Training Calendar and learner databases.
* Deliver training and information sessions as required
* Contribute to monitoring, evaluation and learning of training programmes.
* Work closely with the Participation Worker to ensure all training materials are informed by the lived experiences of survivors of sexual violence.
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# Person Specification

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| The successful post holder must demonstrate the following:* 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.
* Experience of producing accessible, high-quality training materials in line with our values and ethos

 *Essential skills required:** Knowledge of issues relating to sexual violence and social inequality
* Strong communication and interpersonal skills.
* Good administration and event management skills i.e. calendar management and scheduling, communicating with attendees, administration of online meetings.
* Able to organise and prioritise workload to meet deadlines
* Strong presentation skills

*In addition, the following would be desirable:** Knowledge of educational principles and learning theories.
* Experience with relevant e-learning authoring tools and software
* Experience of supporting survivors of GBV
* Experience delivering training in a relevant subject area
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| \* Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010. |