Dear Applicant,

**Vacancy: Outreach Support Worker - Therapeutic Service**

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 Monday 19th July at 12pm.

Interviews will be held on Tuesday 5th August.

\***Please note that we do not accept** **CVs**\*. The full application form should be completed and emailed to [recruitment@forthvalleyrapecrisis.org.uk](mailto:recruitment@forthvalleyrapecrisis.org.uk) The equal opportunities monitoring form should be completed online at <https://forms.office.com/e/vhc0ZiEb0y>

All posts we recruit require a female applicant under Schedule 9, Part 1 of the Equality Act 2010 and Section 7(2) e of the Sex Discrimination Act 1975.

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](mailto: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 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 JOB DESCRIPTION AND PERSON SPECIFICATION**

**TITLE: Outreach Support Worker - Therapeutic Service**

**SALARY:** £30,610.58 per annum

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

**LENGTH OF POST:** Permanent. All posts are dependent on continued funding – Forth Valley Rape Crisis is committed to securing ongoing funding

**LOCATION:** Multiple locations across the Forth Valley area

**ANNUAL LEAVE ENTITLEMENT**: 42 days (inclusive of public holidays)

**PENSION ENTITLEMENT**: 6% employer contribution

**RESPONSIBLE TO:** Senior Counsellor

**SUPERVISION:** Internal supervision provided every 6 weeks. External practice support (supervision) provided at a frequency agreed with your line manager

**Purpose of the post**:

To deliver specialist emotional support sessions as part of our therapeutic service to survivors of all genders age 13+ affected by sexual violence, at our main premises and at outreach locations across Forth Valley Rape Crisis

**Summary of main duties include**

Working with survivors

1. Provide regular face to face support sessions as required to survivors of sexual violence within a feminist, survivor-centred approach at all times.
2. Conduct initial assessments working with survivors to identify their needs, goals and outcomes from support and assess the suitability of FVRCC to their needs.
3. Provide timely regular progress reports of your work.
4. Offer support to families, friends, and partners of survivors.
5. Work on a community outreach basis as necessary.
6. Facilitate group work programmes for survivors.
7. Provide support through other communication methods e.g., email/phone/video call.
8. Promote opportunities for reflective practice, sharing experiences and identifying learning opportunities within the wider team.
9. Ensure that the delivery of support recognises the additional barriers and inequalities faced by survivors of sexual violence from marginalised groups and communities; and promote inclusive and anti-discriminatory practice across all aspects of the service at all times.

Working with others

1. Establish and maintain effective working relationships with staff from other agencies, including the police, to ensure the holistic needs of survivors are met.
2. Raise awareness of issues around sexual violence through training inputs, promotional events, talks etc.
3. Work effectively with the FVRCC team, attending meetings as required.

Working effectively and safely

1. Attend internal training and practice development sessions.
2. Contribute to the running of the Centre including housekeeping and supporting other projects.
3. Ensure adherence to all relevant legislation and organisational policies including child and adult protection procedures, health and safety and lone working.
4. Work in accordance with FVRCC’s policy on equality and diversity.
5. The post holder will regularly apply creative or adaptive thinking to develop innovative new approaches or solutions.

Recording, reporting, monitoring and evaluating.

1. Keeping accurate records of support provided
2. Contributing data to allow FVRCC to monitor and evaluate its services- including use of the OASIS data management system.
3. Contribute to the writing of applications and reports for funders and FVRCC’s Board of Directors.

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

**Person Specification: Outreach Support Worker**

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| **Criteria** | **Essential** | **Desirable** |
| Experience | Experience of providing individual counselling and/or support for survivors of sexual violence using a trauma-informed and survivor-centred approach.  At least one year’s experience of providing direct support to survivors of sexual violence. | Experience of delivering outreach support.  Knowledge of the criminal justice system, including reporting to the police and the legal system.  Experience and skills in facilitating group support.  Experience of supporting survivors of all genders |
| Knowledge & Understanding | A feminist analysis of sexual violence.  Understanding of the impact of rape and sexual abuse.  An understanding of and commitment to the work of Rape Crisis.  Knowledge and understanding of safeguarding procedures. | Knowledge of current legislation, policy and strategy relating to sexual violence.  Experience of supporting survivors of all genders. |
| Skills & Abilities | Ability to work effectively with a wide range of partners agencies.  Excellent written and verbal communication skills (English).  Ability to organise and prioritise workload.  Competence in use of IT systems e.g. Word and Excel email and internet as well as using case management software.  Ability to work according to relevant legislation, policy and procedures in support work, and to ensure others work in accordance with these.  Ability to balance an empathetic and supportive approach whilst maintaining professional boundaries. | Monitoring, data analysis, and evaluation skills.  Report writing skills. |
| Qualifications | Qualification in counselling/psychotherapy at diploma level.  Hold a recognised membership of a relevant professional body (e.g. BACP, COSCA). | Rape Crisis volunteer training programme |
| Other | Commitment to equality & diversity and anti-discriminatory practice.  Able to work flexibly and to meet the travel requirements of the post. | A full driving license and access to transport. |

**Application to Forth Valley Rape Crisis Centre**

**for the post of Outreach Support Worker - Therapeutic Service**

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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 | |
| From  DD/MM/YY | To  DD/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 | |
| 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: | |
| 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 | |

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.