



Chief Executive Officer Information Pack

RASAC P&K, 16 King Street, Perth, PH2 8JA

01738 626290

www.rasacpk.org.uk

admin@rasacpk.org.uk

Registered Scottish Charity SC037982/Company Limited by Guarantee Number SC389959



Thank you for your interest in working with RASAC P&K.

This pack includes guidance on how to complete the application form alongside some additional information about RASAC P&K and our recruitment process. Please read all information enclosed very carefully before submitting an application.

Please do not send CVs as they are not an acceptable alternative to any part of the application form and will not be considered.

Please submit completed application forms via e-mail to **board@rasacpk.org.uk**. If you are able to return your completed forms by email please be assured that all personal information will be separated immediately, and treated in the strictest confidence.

To support our commitment to diversity and equality, we encourage applicants to complete our Equal Opportunities form. Filling out the form is voluntary and any information you provide is confidential. Equalities monitoring forms can be posted in a confidential envelope to RASAC P&K, 16 King Street, Perth, PH2 8JA.

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010. A PVG Disclosure check will be required prior to commencing employment. Our recruitment process is carried out in accordance with the Data Protection Act 2018.

Deadline to apply: February 8th, 2026

Provisional interview dates for two stage interviews: Week beginning February 16th and Week beginning February 23rd, 2026

Should you have any questions please email **board@rasacpk.org.uk**.

Yours sincerely

Alison Morley

Alison Morley
Trustee
RASAC P&K



GUIDANCE NOTES FOR JOB APPLICANTS

CVs

We do not accept CVs as applications for any post (paid or voluntary).

Application Guidance

In the pack that these guidance notes came with you have been provided:

-  A covering letter
-  Guidance Notes
-  Information about RASAC P&K
-  Strategic Priorities
-  Job Description and Person Specification

The following documents are attached separately and should be returned upon applying:

-  An application form
-  Data Policy (to sign)
-  A confidential equal opportunities monitoring form and a confidential disclosure form (please ensure these are completed and returned to us. Both of these will be treated as confidential)

Please read all of this information carefully before completing the application form.

In order to get shortlisted, you must demonstrate with examples how you meet the criteria outlined on the person specification. Please provide specific examples of your skills, knowledge and experience against each of the criteria (this could be paid or unpaid work).

Education/qualifications

Any professional or academic qualifications that you hold that may enhance these posts will be valued. However, success in these posts is determined by the drive, interest and commitment of the candidate to invest in our mission, vision and values through the services of RASAC P&K. We welcome applications from women who meet all the other criteria outlined without formal qualifications who can demonstrate an engagement with lifelong learning and personal development.

Please let us know about all your most recent training and personal development experiences, including non-accredited learning and courses you have undertaken

Recruitment process

Applications are being reviewed after the advertised closing date. We will contact successful applicants by email to invite them for interview following the shortlisting process.

References

Please supply full contact details for the referees. If you are in paid employment, your current employer should be named as the first referee as someone we can approach for a reference. They will be taken up when we have identified a successful applicant.



INFORMATION ABOUT RASAC P&K

Established in 2007, RASAC P&K now has a team of 20 staff and is supported by several dedicated volunteers. We are based in central Perth and provide services across Perth & Kinross.

RASAC P&K is a member centre of Rape Crisis Scotland.

Our Mission : Working Together to End Sexual Violence

Our Vision

- Prevention – to change societal attitudes and beliefs through awareness raising events, campaigns and education as well as working in collaboration with relevant agencies to eliminate gender based violence against women
- Provision- to continually grow and adapt our services in response to those who need us
- Participation – overcoming all barriers to give survivors a voice through the promotion of service user involvement
- Protection – creating a safe environment where women and young people can freely express themselves

Our Values

- We believe that all women, young people and children, regardless of ethnic background, culture or sexuality, should have access to non-judgemental, confidential support at any given time
- We believe that no woman, young person or child regardless of behaviour or lifestyle is to blame for any form of rape, sexual abuse or sexual assault
- We believe that it is everyone's responsibility to adopt zero tolerance to any form of rape, sexual abuse, and sexual assault of any woman, young person or child

How we deliver our Vision and Values

- We are committed to challenging gender-based violence and recognise that sexual violence is both a cause and consequence of gender inequality in our society.
- We offer free and confidential support and advocacy to Women and Transwomen of all ages, as well as to all Young People aged 12–18 who have experienced sexual violence at any point in their lives. We also offer information and support to the family members, friends, and partners of survivors.
- We offer support regardless of race, ethnicity, sexual orientation, age, disability, and religious and cultural background.
- We also, through our RASAC Youth Initiative, work with young people age 12-18 across Perth & Kinross delivering a series of prevention workshops in schools and community settings as well as deliver training to professionals.

RASAC P&K Strategic Priorities



Improving Access

Women and young people, including those with multiple and complex needs, who have experienced sexual violence have access to high quality services when they need it.



Supporting Survivors

Women and young people who have experienced rape, sexual assault and/or childhood sexual abuse receive specialist, high quality services which aid their recovery from abuse and contribute to improved wellbeing.



Survivor Participation

Survivors are enabled to participate in both policy development and service provision in relation to violence against women.



Effecting Change

Public and community awareness of and responses to sexual violence will be improved and the negative impacts of sexual violence on families and communities reduced.



This post is restricted to female applicants only
(exempt under Schedule 9, Part 1 of the Equality Act 2010)

Responsible to	RASAC P&K Board of Directors
Responsible for	Leadership on organisational strategy, values, vision, operational performance and development.
Purpose of role	✎ Working with the Board of Directors, to lead on the development and delivery of RASAC P&K's strategy, and be responsible for its implementation, ensuring this aligns to the National Service Standards and principles of Rape Crisis Scotland, alongside other relevant national and local strategic priorities. ✎ To ensure the ongoing development, implementation, and monitoring of strategic and operational plans by maximising resources, funding streams and opportunities for development and growth. ✎ To represent the organisation externally. ✎ In conjunction with the Board of Directors, develop supporting strategies and plans to deliver agreed objectives. ✎ To provide leadership and direction for RASAC P&K employees and volunteers. ✎ To work with the Board of Directors to implement good governance and ensure that service delivery complies with relevant legislation.
Based	Perth, covering Perth & Kinross (evening and occasional weekend work required)
Hours	35 hours per week
Salary	£50,086 per annum
Pension	RASAC P&K provides an auto enrolment pension of 5% to eligible employees. Further information available following successful application.
Annual leave	31 days plus 11 public holidays
Supervision	Internal support & supervision is provided by the Board of Directors. External Supervision monthly.
Closing date for application	February 8 th 2026

The post-holder is required to hold membership of the PVG Scheme for children and vulnerable adults.



Principal Duties

Strategic Leadership & Organisational Growth

- 👤 Agree and shape, in collaboration with the Board of Directors, the overall aims, values, objectives, policy and communication priorities of RASAC P&K
- 👤 Lead on the implementation of RASAC P&K strategic priorities
- 👤 Support the Board of Directors develop and maintain good governance in line with Charity and Company Law
- 👤 Attend regular board meetings, reporting verbally and through written reports on the operational and strategic position of the organisation
- 👤 To manage, and advise the Board of, the organisation's finances at a strategic level, including presenting management accounts, advising on reserves, budgeting, and control of expenditure
- 👤 Assist the Board of Directors to regularly review, monitor, and evaluate the organisation's development, needs, policies and procedures
- 👤 Support the Board of Directors to manage risk, and contribute regularly to the updating of RASAC P&K's risk register
- 👤 Work with the Board of Directors to agree all sustainability and income generation plans

Governance

- 👤 Ensure compliance with relevant legislation and best practice, including but not limited to charity regulations, employment law, health and safety legislation and GDPR.
- 👤 Oversee the preparation and timely submission of all regulatory reports and returns, including ensuring suitable board oversight.
- 👤 Oversee the ongoing review and implementation of policies and procedures to ensure adherence to legal, regulatory and best practice requirements.
- 👤 Support an effective Board operation to provide strong governance towards delivery of the organisation's purpose.
- 👤 Promote transparency, accountability, and ethical leadership across the organisation.
- 👤 Provide regular reports and updates to the Board, including its strategic sub-groups
- 👤 Support the Chair to coordinate and plan for Board meetings.

Team Leadership and Development

- 👤 Foster a positive, diverse, and inclusive work environment that embodies feminist values and provide staff with the direction and vision required to develop teamwork and high-quality services.
- 👤 Provide leadership, operational management, and reflective supervision to direct reports, ensuring their respective teams are functioning well.
- 👤 Ensure staff performance reviews, appraisals, and development plans are in place, and with support from the Board and external HR Consultant, respond promptly to complaints, disciplinary matters, and grievances.
- 👤 In collaboration with the Board, oversee and lead on the recruitment of staff in line with organisational policies and practice.
- 👤 To support a positive culture in all aspects of the Charity's operations, placing person-centred care and recovery at the heart of our services.
- 👤 Promote a culture of continuous improvement, supporting RASAC P&K employees to achieve their potential
- 👤 Implement and adhere to the Rape Crisis National Service Standards and Best Practice Model, maintaining a clear focus of survivors at the centre of all RASAC P&K services
- 👤 Oversee the monitoring and evaluation of all RASAC P&K services, promoting survivor participation and engagement, and ensuring this informs service development
- 👤 Embed trauma-informed practices in the organisation's service delivery.



Risk Management and Compliance

-  Ensure the organisation is compliant with all relevant laws, regulations, and ethical standards, ensuring that working practices are safe and minimising any risk to the organisation.
-  Oversee the effective implementation of health and safety policies and procedures, ensuring compliance with regulatory duties and the safety and wellbeing of staff.
-  Act as the Data Controller for the organisation, ensuring that all data is collected, recorded, and stored in line with data protection obligations and policies and procedures.
-  Ensure safeguarding policies and procedures protect people using the organisation's services.

Financial Management

-  Oversee and lead on the sound financial management of the organisation, ensuring that all financial control measures are in place, that spending is managed in-line with agreed budgets, and provide regular financial reporting to the Board.
-  Ensure sufficient funding is in place to deliver services through identifying funding opportunities and submitting funding applications.
-  Produce evidence-based, timely reports and papers on request from stakeholders, including statutory funders and trusts and foundations
-  Develop fundraising strategy to generate unrestricted funds.
-  Review and authorise bank payments, expenses, purchase requests, and payroll in line with the operational budget.

Partnership & Communication

-  Represent RASAC P&K in strategic multi-agency partnerships to ensure the needs of survivors are understood and met by all key service-providers.
-  To lead and promote partnership working, pro-actively seeking out opportunities which will build collaborative working relationships with key partner agencies and stakeholders
-  To respond to media requests
-  To develop and maintain positive relationships with statutory and voluntary organisations and external partners
-  To organise and attend events and activities aimed at promoting the service to survivors of violence against women and be a point of contact for the service
-  To respond to comments and complaints from people who have accessed RASAC P&K services
-  To manage external communication in response to sensitive issues, including complaints
-  In conjunction with the Board, lead on public engagement, communication, and charity positioning.
-  Build and maintain strategic relationships with local partners, the Rape Crisis network, and other stakeholders to promote awareness and support for survivors.
-  Build and maintain strong, positive relationships with funders, policymakers, businesses and community partners.

Other

-  Flexibility in working hours, including some evening and weekend work.
-  Occasional travel across area, including occasional overnight stays and travel to the Central Belt.
-  Any other duties that are relevant to the post and agreed with the Board.

The post holder may be required to perform duties reasonably required by the Board of Directors other than those given in the job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility.

All tasks will be conducted in accordance with RASAC P&K's current working practice, policy, and procedures.



RASAC P&K Chief Executive Officer Person Specification

Criteria	Essential	Desirable
Knowledge	Ability to clearly articulate an understanding and commitment to a feminist analysis of gender based violence	Knowledge of the Rape Crisis movement in Scotland Board Trustee Experience
	Robust knowledge of the Third Sector and charity regulation	
	Understanding of Governance and the role of the Board	
	Knowledge of trauma-informed services and an ability to articulate the key considerations for frontline delivery	
	Knowledge of the impact that sexual violence has on survivors and communities	
	Political awareness, including but not restricted to feminist issues	
Skills	Excellent planning and organisational skills, with the ability to prioritise workload, managing competing deadlines	
	Excellent communication and negotiation skills	
	Skilled in use of IT for self-administration e.g., Microsoft, excel, email and internet	
Experience	Experience of providing effective senior management and supervision to staff and/or volunteers (minimum of 3 years)	Experience of working within Violence Against Women and Girls Experience of managing a support service which provides services to individuals affected by trauma
	Experience working within, or alongside, the voluntary sector (minimum of 5 years)	
	Experience in developing, monitoring, and evaluating strategic and organisational plans	
	Experience of developing and delivering frontline services	
	Experience of robust and creative monitoring and evaluation processes	
	Experience of equality and anti-discriminatory policy and practice issues	
	Experience of effective compliance and risk management	
	Experience of successful funding applications and managing budgets in a complex and changing financial environment	
	Experience of effective relationship building and partnership working with statutory and voluntary agencies	
	Skilled in managing complex budgets, financial planning and monitoring of resources	
Personal Qualities	A high level of commitment to the values and ethos of RASAC P&K	
	Demonstrates personal integrity with a 'can do' positive attitude	
	Analytical and strategic thinker, able to effectively problem solve and manage and monitor multiple projects concurrently	
	Demonstrates a resilient approach to the workplace, with clear strategies	



	for managing self	
	Commitment to modelling feminist values and promoting equality and diversity	
Qualifications	Commitment to professional and personal development	Professional Qualification in Management or similar discipline.
	Ability to work flexibly and to do evening and weekend meetings as required by the needs of RASAC P&K	Hold a current clean driving license and access to a car with business use insurance
	Ability to travel regularly within Perthshire and occasionally out-with Perthshire.	