

**JOB DESCRIPTION**

TITLE: Support & Advocacy Worker (Ruby Service)

RESPONSIBLE TO: Service Manager

LOCATION OF POST: Glasgow City Centre Head Office and community bases in Glasgow, Inverclyde, East Renfrewshire, Renfrewshire, East Dunbartonshire, and West Dunbartonshire

SALARY: SCP 31, £29,060

HOURS: 35 hours per week, across Monday to Friday

APPLICATION PROCESS: Please send a full CV and a cover letter of no more than two A4 pages, outlining your suitability for the role and person specification to Claire Gilfillan: [claire@rapecrisiscentre-glasgow.co.uk](mailto:claire@rapecrisiscentre-glasgow.co.uk)

APPLICATION DEADLINE: Noon, Monday 30 June.

INTERVIEW DATE/S: Wednesday 9 July and Thursday 10 July at GCRC Head Office in Glasgow City Centre.

**ABOUT THIS ROLE**

*A PVG check will be undertaken as part of the selection process. Only women need to apply under Schedule 9, Part 1 of the Equality Act 2010.*

*This is a key role in Glasgow and Clyde Rape Crisis Centre, helping us to enhance our specialist services to survivors and stakeholders within our Ruby Service which serves women and girls from ethnic minority communities.*

*It is expected that the worker will have a strong commitment to anti-discriminatory work and must demonstrate experience of working directly with girls and women. They will be responsible to the Service Manager for maintaining the working values, principles, objectives, and policies of Glasgow and Clyde Rape Crisis as outlined in the organisation’s governing documents including:*

**MAIN TASKS AND RESPONSIBILITIES**

1. To offer direct support and advocacy to women and girls from ethnic minority communities who have experienced any form of sexual violence, at any time in their lives.
2. Using face-to-face and telephone interpreting services to provide emotional support and advocacy to women whose first language is not English.
3. Create and develop psychoeducational resources for the monthly Ruby Service Mailout, in addition to occasional specialist trauma-related social media content.
4. Develop and maintain partnerships with relevant agencies to support the work of the Ruby Service, including Home Office, Mears, NHS, Police and other pertinent support and community organisations.
5. Develop and deliver specific training to both internal staff and external partner organisations as required.
6. To ensure standards are met with service practice, including but not limited to trauma-informed approach, GDPR, communications tone of voice, and compliance with organisational policies and protocols.
7. Participate in planned practice development sessions.
8. Record all statistics/information about support as required by GCRC.
9. To support positive external stakeholder relations on behalf of the service.
10. To deliver outreach and community-based services and develop information resources.
11. To adhere to service standards of all outreach activity, including health and safety and risk protocols.
12. Participate in regular internal and external support and supervision sessions with the Service Manager/independent provider and prepare regular reports, including statistical data.
13. Attend internal meetings as appropriate to the role and represent the organisation in external meetings as required.
14. Participate in an ongoing programme of training and continuing personal development to ensure that skills, knowledge, and working practices and skills are up to date.
15. To participate in internal and external training as required.
16. Any other duties that are relevant to the post of and agreed with the line manager or Director.