

NAS Advocacy Worker Application Pack



How to Apply

Thank you for your interest in the post of

National Advocacy Service Advocacy 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.

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: 5pm on Tuesday 9th September

Invites to Interview issued by: Friday 12th September

Anticipated date for interview: Tuesday 23rd September

An equal opportunity monitoring form should be completed online at

<https://forms.office.com/e/M3rYUr6YWY>

Due to our limited resources, 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.

There are now 17 Rape Crisis centres in Scotland, the first opening in 1976 in Glasgow and 1978 in Edinburgh. In the mid-1990s the constitution for a new Scottish Rape Crisis Network was created, later becoming Rape Crisis Scotland, with a national office funded by the Scottish Government. Fifteen centres are members of RCS and two delivery partners (Glasgow & Clyde Rape Crisis and Lanarkshire Rape Crisis) operate independently but deliver national prevention and advocacy work coordinated by RCS.

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 Black and minoritised communities, disabled people, people of all ages, sexual orientations, gender identities and rural and remote communities.

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 Advocacy Worker will be a member of the National Advocacy Service Team which is made up of 2 Advocacy Workers and the Advocacy Team Lead, who line manages this post. The work of the team is overseen by the NAS Coordinator and the Justice Services Manager. The team also works alongside the Justice Training Worker.

Location

This post is intended to support the work of delivery centres in the NAS network by providing additional capacity in the form of flexible, front-line advocacy support to survivors of sexual violence where their local advocacy team is unable to provide cover.

It is anticipated the post will require regular travel and attendance at in-person survivor meetings and at floating court dates across Scotland.

This post may require occasional evening or weekend work but it is not anticipated that evening or weekend work will be a regular occurrence.

RCS is committed to flexible working and positive work-life balance. Travel and abnormal hours will be planned and agreed well in advance, with consideration for the post holder's other commitments.

Our office base is in the centre of Glasgow and we have access to a shared office space in Edinburgh. The majority of staff work part of their working week at home and part in the office, under our hybrid working arrangements. It is envisaged that this post will require a degree of home working and the necessary hardware will be provided. This can be negotiated if doing survivor work from home poses any confidentiality or wellbeing issues. If working from home, the post-holder should ensure that they have internet connection suitable for video conferencing.

The Role

Job title:	NAS Advocacy Worker	Restrictions:	Only women need apply under Schedule 9, Part 1 of the Equality Act 2010.
Hours:	21 hours per week	Reports to:	NAS Team Lead
Location:	Office based in central Glasgow; hybrid working negotiable	Travel required:	Frequent
Level/Salary range:	Grade C1 £33,060.79 FTE (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

- To provide support and advocacy to survivors who are engaged, or considering engaging, with the criminal justice system following an experience of sexual violence.
- To support the work of delivery centres in the NAS network by providing additional capacity in the form of flexible, front-line advocacy support to survivors of sexual violence where their local advocacy team is unable to provide cover.
- To contribute to the development of national policy and strategic work around the criminal justice system and sexual offences at the NAS

Responsibilities

- Provide advocacy for survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence.
- Risk assessing, preparing for and accompanying survivors to appointments related to the criminal justice process, such as police statements and in court support.
- Facilitating communication between criminal justice agencies and survivors
- Provide emotional and practical support for survivors of sexual violence whose cases do not proceed to court, including access to follow on services.
- Develop and ensure the effective implementation of relevant signposting and referral processes to ensure survivors of sexual violence have enhanced access to support and advocacy services throughout their involvement in the criminal justice process.
- Share responsibility for the staffing for the team's inbox, responding to enquiries from survivors, referrals and cover requests from other NAS delivery centres.
- Work in partnership with relevant agencies to enhance responses, facilitate communication with survivors and, where appropriate, to contribute to the development and delivery of training inputs.

- Contribute to the development of national policy and strategic work around the criminal justice system and sexual offences through attendance at national advocacy service meetings and provision of information and feedback to the Rape Crisis Scotland Leadership team.
- Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors of sexual violence and for partner agencies and funders; including production of statistical data and participation in any evaluations which may be commissioned.
- Recording client notes and maintaining records in line with Case Note Recording Guidance, Confidentiality and Data protection policies.
- Attend training as required.
- Participate in regular support and supervision sessions.
- Participate in team meetings.
- Any other duties that are relevant to the post as agreed with management

Person Specification

Essential:

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 boundaried advocacy, crisis, emotional and practical support and information to survivors of sexual violence and/or other forms of trauma

E4: Understanding of the impact of rape and sexual abuse

E5: Some knowledge of the Scottish criminal justice process, legislation, government strategy and policy in relation to rape and sexual violence

E6: Excellent communication and negotiation skills

E7: Confident with IT systems such as Microsoft software packages, online platforms and case management databases (eg, Oasis)

E8: Able to meet the travel requirements of the post

E9: Excellent organisational skills

E10: Good understanding of confidentiality and data protection requirements

Desirable:

D1: Fluent in a community language

D2: Experience of multi-agency working

D3: Understanding of independent advocacy principles.

D4: Rape Crisis Scotland, Violence Against Women, or Gender Based Violence training

D5: Knowledge of the Scottish criminal justice system, including factors that may help or hinder a survivor's engagement with the process

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