



Support Services Team Leader

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

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**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. We suggest that you 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.

Completed application forms are e-mailed to **recruitment@rasacpk.org.uk**. If you can return your completed forms by email, please be assured that all personal information will be separated immediately, and treated in the strictest confidence.

Equalities monitoring forms can be posted in a confidential envelope to RASAC P&K, 16 King Street, Perth, PH2 8JA.

The closing date for completed applications is **Monday 1st June 2026 (Midnight)**. We regret that late applications cannot be accepted.

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

Yours sincerely

A handwritten signature in cursive script that reads 'Charlene Jones'.

Charlene Jones
CEO
RASAC P&K



INFORMATION ABOUT RASAC P&K

About the Centre

Our Centre is based in central Perth but provides a service across Perth & Kinross. RASAC P&K is a member Centre of Rape Crisis Scotland, and we are committed to providing consistent and holistic support to female survivors, young people and their supporters across Perth & Kinross.

What we do

RASAC P&K provide a free and confidential support and advocacy service to women and young people age 12-18, and families affected by sexual violence. We provide helpline, face to face, email, group and letter support. We also offer support and information to family, friends and partners of survivors. We have a resource library with books and DVDs available for loan.

RASAC Youth Initiative (RYI) is a project within RASAC P&K which delivers a range of age appropriate prevention workshops to young people age 12-18. RYI deliver workshops across a variety of community and educational settings.

Our Mission: *Working Together to End Sexual Violence*

Our Visions

At RASAC (P&K) we work towards our mission through our ongoing commitment to the following visions...

Prevention: To change societal attitudes and beliefs through awareness raising events, campaigns and education.

Working in collaboration with relevant agencies to eliminate gender based violence against women.

Protection: Creating a safe environment where women can freely express themselves.

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 survivor involvement.

Our Values

Our core values underpin everything that we do. They lie at the heart of our visions and it is with these values that we believe RASAC (P&K) will be successful in continually developing and adapting services in order to achieve our mission.

- ✎ 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, dress 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.







Rape and Sexual Abuse Centre, Perth & Kinross GUIDANCE NOTES FOR JOB APPLICANTS

CVs




RASAC P&K does 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
-  Information about RASAC P&K
-  Guidance Notes
-  Job Description and Person Specification

The following documents can be downloaded 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 greatly 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 of 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

The deadline for completed applications is **midnight, Monday 1st June, 2026**.

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.



JOB DESCRIPTION & PERSON SPECIFICATION

Support Services Team Leader

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

Responsible to	Operations Manager
Responsible for	The coordination, delivery and promotion of RASAC P&K Support Services.
Purpose of role	To provide specialist therapeutic support, information and advocacy services to survivors age 12+ affected by sexual violence. The post holder will work closely with our existing Team Leaders to coordinate the day to day activity within the Support Services Team. This role will also be responsible for the caseload management and support of RASAC P&K therapeutic support volunteers. To raise awareness about the prevalence and impact of abuse on individuals and our communities, building resilience and increasing access to support service. This position will involve effective monitoring and evaluation of projects and supporting the Centre Manager and Deputy Manager with funding reports and applications.
Based	Perth, covering Perth & Kinross (evening and occasional weekend work required)
Supervision	Internal support & supervision is provided every 4 weeks. External supervision is mandatory and will be provided on a monthly basis (pro rata)

Full PVG checks will be required for this role.

Principal Duties

- To mentor, provide guidance and oversee the caseloads / projects undertaken by support workers and volunteers
- To provide supervision to support workers and volunteers
- Support / facilitate the delivery of up to date training for staff/volunteers to ensure best practice in our support of women and young people
- To provide timely quarterly progress reports of Support Services



- To market and publicise the service, events and campaigns, supporting multi-agency and partnership working and representing the organisation as required
- To coordinate the day to day tasks carried out by RASAC P&K Support Services
- To promote opportunities for reflective practice, sharing experiences and identifying learning opportunities within the wider team
- To contribute to funding applications and progress reports as required
- To promote, embed and analyse effective monitoring and evaluation systems within the service
- To provide therapeutic support and advocacy services (face to face / telephone / online) within a feminist, survivor-centred approach at all times
- To work on a community outreach basis as necessary, including visits to other settings
- To record all information pertaining to RASAC P&K's support services accurately and appropriately in line with RASAC P&K's support service information recording and Data Protection systems.
- To implement relevant monitoring and evaluation systems which capture both quantitative and qualitative information from all aspects of the support service and ensure this is used to inform service development
- To ensure that the development and delivery of support and advocacy recognises the additional barriers and inequalities faced by survivors of sexual violence from marginalized groups and communities and strives to promote at all times inclusive and anti-discriminatory practice across all aspects of the service.
- To implement and adhere to Rape Crisis National Service Standards
- Regular liaison with the Management Team to plan, review and develop service provision, policies and procedures to more effectively meet the needs of women/young women

Other

- To work as part of a team
- To communicate effectively (written, electronic and verbal)
- To attend individual supervision, team meetings and practice development meetings.
- To contribute positively to the overall mission, vision and values of RASAC P&K.
- Flexibility of working hours

This job description is not exhaustive, and the post holder may be required to fulfil other responsibilities and tasks in line with the needs of the service.



**RASAC P&K Support Services Team Leader
Person Specification**

Criteria	Essential	Desirable
Knowledge & Understanding	Commitment to a feminist analysis of sexual violence. Knowledge of the impact of rape and sexual abuse on women, young people and children. Knowledge of the societal impact that gender-based violence has on communities.	Knowledge and Understanding of Scottish legislation, policy and government strategy related to violence against women.
Experience	Experience of providing emotional and practical support and advocacy services to women and young people affected by trauma Experience of delivering training, presentations and workshops to a range of audiences. Experience of developing learning / training materials Experience of monitoring and evaluation processes Experience of managing / supervising a team Experience of funding applications / reporting to funders Experience of effective partnership working with statutory and third sector agencies	Experience of supporting individuals who self-harm and/or express suicidal intention. Experience of working with individuals affected by gender based violence. Experience of working with volunteers.
Skills and Abilities	Ability to respond to survivors within a gendered analysis of violence against women Skilled in use of IT for self-administration e.g., Microsoft, excel, email and internet. Excellent organisational skills. Ability to lead and motivate a team Ability to communicate with a variety of agencies on all levels. Ability to produce action plans and regular reports. Capable of using own initiative and meeting tight deadlines. Ability to use creative methods for monitoring and evaluation. Knowledge of the third sector and its role in addressing Violence Against Women	
Qualifications		Qualification in Health, Management, Leadership or other similar discipline.



Other	Commitment to Equality and Diversity	
	Ability to work flexibly and to do evening and weekend meetings as required.	