

5th October 2018

**upport**

Dear Applicant,

**Vacancy: Moray Rape Crisis Therapeutic Support Worker**

Thank you very much for your interest in working with Rape Crisis Scotland in further developing Moray Rape Crisis service provision.

I am enclosing:

* background information
* job description
* person specification
* application form
* equal opportunities monitoring form online link

Further information about Rape Crisis Scotland and the work of Member Centres is available on our website [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is **9am on Wednesday the 31st of October**. Interviews will be held on **Friday the 9th of November in Elgin.** Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email **by Friday the 2nd of November.**

Please note that we do not accept CVs. The full application form should be completed and emailed to [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@rapecrisisscotland.org.uk). The completed equal opportunities monitoring form should be completed online at <https://www.surveymonkey.co.uk/r/QPNNJPL>

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

We look forward to receiving your application. In the meantime, if you have any queries please contact Bethea Roberston, the Support & Development Manager at Moray Rape Crisis on 01343 550407 or on [bethea@morayrapecrisis.scot](mailto:bethea@morayrapecrisis.scot)

Best wishes,

Sandie Barton

Director of Operations



**Background Information:**

**Moray Rape Crisis**

Rape Crisis Scotland is a national charity working to end sexual violence.

Our aims are to:

* Challenge prejudicial attitudes towards survivors and improve organisational and legislative responses
* Work with local rape crisis centres to ensure survivors are offered consistent, high quality support and advocacy
* Provide a National Helpline to offer support to survivors of sexual violence across Scotland;
* Assist in the development of new rape crisis provision around Scotland
* Prevent sexual violence through the national prevention programme and campaigns
* Provide a central information and resource service on sexual violence.

Rape Crisis Scotland currently works with 16 independent rape crisis centres across Scotland. We have been aware for some time of the lack of Rape Crisis provision in Moray, with demand having been met by phone support from Grampian Rape Crisis or RASASH in Inverness.

The Scottish Government agreed funding to develop Rape Crisis provision with initial funding agreed until March 2020, with further funding being sought beyond this depending on service development and demand. The lead Support & Development Manager is now in post and the service was launched on the 21st of September. We are seeking additional therapeutic support capacity to work alongside the Manager to develop the service and provide direct therapeutic support & advocacy to survivors of all forms of sexual violence, as well as their friends and family.

You can find out more about what Rape Crisis support involves in our short film Making Recovery a Reality <https://www.youtube.com/watch?v=D7MSqIok0zww>

In addition to these posts the funding for provision of a 21 hour a week sexual violence prevention worker is in place to commence in April 2019. You can read more about the national prevention programme here <https://www.rapecrisisscotland.org.uk/prevention-work/> These posts will be employed and supported by Rape Crisis Scotland, and will be based locally in Elgin.

**MORAY RAPE CRISIS JOB DESCRIPTION**

TITLE: Therapeutic Support Worker

HOURS: 14 hours a week

SALARY: £27,714 FTE

PENSION ENTITLEMENT 8%

ANNUAL LEAVE ENTITLEMENT 30 days, plus 12 days Public Holidays (pro rata)

RESPONSIBLE TO: Support & Development Manager, Moray Rape Crisis

**Purpose of the post**

The overall aim of this post is to provide therapeutic support and advocacy to survivors of all genders aged 11+ who have experienced any form of sexual violence, no matter when in their lives it happened.

This is a new post so the needs and demands of the post may change as the post develops, in line with local need and service development.

**A Summary of main responsibilities and activities**

1. Provide trauma informed therapeutic support to survivors of all forms of sexual violence, their friends and family, through face to face contact, as well as phone, email, online and text
2. Provide advocacy support and information to survivors considering, or engaging with the criminal justice system
3. Ensure support is delivered within the boundaries of policy, procedures and relevant legislation, developing additional location specific guidance where necessary.
4. Ensure the effective implementation of relevant referral pathways to ensure survivors have access to the services they need, building positive working relationships with key stakeholders to ensure a collaborative approach to survivor support
5. Contribute to monitoring and evaluation frameworks to evidence the impact of the support service for survivors of sexual violence and for partner agencies; including national OASIS database completion, production of statistical data and participation in any funding reports and evaluations
6. Participate in Rape Crisis network meetings, development days and training with Rape Crisis Scotland and member centres. This may involve some travel and occasional overnight stays.
7. Attend training as required
8. Participate in regular support and supervision sessions.
9. Any other duties that are relevant to the post and agreed with Moray Rape Crisis and Rape Crisis Scotland.

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1  E2  E3 | Understanding of a feminist analysis of sexual violence.  Understanding of the impact of sexual violence and trauma  Some working knowledge of the Criminal Justice system as it relates to gender based violence | D1  D2 | Understanding of the factors that may help or hinder reporting or disclosure of sexual violence  Understanding of independent advocacy principles |
| Skills and  Abilities | E4  E5  E6  E7  E8 | Excellent communication and negotiation skills.  Capable of using own initiative and of meeting tight deadlines.  Experience of maintaining professional boundaries.  Excellent organisational skills.  Skilled in use of IT e.g. for case notes, reports, email, internet searches.  Ability to communicate confidently and persuasively with a variety of groups, organisations and agencies. | D3    D4  D5 | Monitoring, data analysis and evaluation skills  Knowledge and understanding of service monitoring and evaluation.  Experience of service user involvement/participation. |
| Experience | E9  E10  E11  E12  E13  E14 | Experience of supporting people who self harm and/or express suicidal intention.  Experience of providing one-to-one, crisis, emotional and practical support and information to vulnerable individuals.  Experience of working with people affected by rape and/or other forms of sexual violence  Experience of managing a caseload.  Experience of child protection and vulnerable adult protection guidelines and legislation.  Sound experience of successful team working. | D6 | Experience of multi-agency working |
| Qualifications |  |  | D7 | Counselling, Social Work, Community Education or other relevant qualification  Rape Crisis Scotland, Violence Against Women or Gender Based Violence training. |
| Other | E15  E16  E17 | Commitment to equality & diversity and anti-discriminatory practice  Able to undertake evening/weekend work as required  Act with integrity and respect when working with all service users, agencies and individuals.  Ability to travel across Moray and elsewhere for training & network meetings as required by the post |  |  |

**Application to Rape Crisis Scotland**

**for the post of**

**Moray Rape Crisis Therapeutic Support Worker**

**To be returned to:** [recruitment@rapecrisisscotland.org.uk](mailto:recruitment@rapecrisisscotland.org.uk)

**by:** 9am on Wednesday the 31st of October

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| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? |
| Postcode: | Email address: |

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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). Include relevant voluntary roles. | | | | | | | |
| 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 the Essential and Desirable points in the person specification as 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 examples from your own practice where helpful.** | | | |
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| **Section 6: References** | | | |
| Rape Crisis Scotland 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 | |

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| **Section 7: 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:  Date: |