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August 2021

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Dear Applicant,

**Vacancy: Support Worker**

Thank you very much for your interest in working with Lanarkshire Rape Crisis Centre (LRCC).

I am enclosing:

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

Further information about Lanarkshire Rape Crisis is available at <https://lanrcc.org.uk/>and about Rape Crisis Scotland and the work of Member Centres at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

Please note that the deadline for completed applications is **Monday 20th September at 9am**. Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email no later than **Wednesday 22nd September** andinterviews will be held in person on **Thursday30th September.**

Please note that we do not accept CVs. The full application form should be completed and emailed to [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk). The completed equal opportunities monitoring form should be completed online at …………………………………………

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 get in touch via email on [recruitment@lanrcc.org.uk](mailto:recruitment@lanrcc.org.uk)

Best wishes,

Helen Provan

**Centre Manager**

**Lanarkshire Rape Crisis Centre**

**Background Information:**

**Lanarkshire Rape Crisis**

Lanarkshire Rape Crisis Centre LRCC), established over 15 years ago, is part of the national network of 17 Rape Crisis Centres who are members of Rape Crisis Scotland and adhere to the RCS National Service Standards.

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=D7MSqIok0zw>. More information about the wide range of work undertaken by Rape Crisis Scotland Centres across the country can be found at [www.rapecrisisscotland.org.uk](http://www.rapecrisisscotland.org.uk)

The work of Lanarkshire Rape Crisis:

* Provides trauma informed therapeutic 1:1 & group support to women and girls who have experienced rape and all forms of sexual violence aged 12+ as well as their friends, family, partners and workers. We also provide crisis support options and justice advocacy for male survivors and survivors of all gender identities.
* Provide advocacy support to those considering, or engaging with the criminal justice process You can read more about the NAP here <https://www.rapecrisisscotland.org.uk/national-advocacy-project/>
* Delivering prevention workshops and engaging with young people across schools and youth settings in Lanarkshire as part of the Rape Crisis Scotland National Prevention Programme. <https://www.rapecrisisscotland.org.uk/national-sv-prevention-programme/>
* We work in partnership with other key stakeholders to improve understanding and provision of gender based violence and trauma informed responses to survivors of sexual violence.

The Centre is based in central Hamilton, and this post is office based as the support delivered is in the main, on a face-to-face basis.

**LANARKSHIRE RAPE CRISIS SUPPORT WORKER JOB DESCRIPTION**

TITLE: Support Worker

HOURS: 21 hours a week, with regular evening work and

occasional weekend work

SALARY: £27,000 (pro rata) Fixed term until 30th September 2023

LOCATION: Hamilton premises

PENSION ENTITLEMENT 6% employer contribution

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

RESPONSIBLE TO: Team Leader (Support Services)

**Job Description**

|  |  |
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| **Core Purpose of Job** | To deliver specialist therapeutic support and information services to survivors age 12+ affected by sexual violence, at our main premises, at outreach locations across Lanarkshire and via virtual methods. |
| **Main Duties and Responsibilities** | * Provide therapeutic support services (face to face / telephone / online) within a feminist, survivor-centred approach at all times * Provide timely regular progress reports of your work * Offer support to families, friends and partners of survivors * Assist in internal and external training * Promote opportunities for reflective practice, sharing experiences and identifying learning opportunities within the wider team * Facilitate and contribute to groupwork programmes for survivors * Work on a community outreach basis as necessary, including visits to other settings * To establish and maintain effective liaison with appropriate voluntary and statutory agencies * Record all information pertaining to LRCC’s support services accurately and appropriately in line with LRCC’s policies on confidentiality and GDPR. * Contribute to the running of the Centre including housekeeping and supporting other projects. * Ensure that the delivery of support 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 * Contribute to the development of information materials for survivors and to the promotion of LRCC services across Lanarkshire * Adhere to all LRCC policies and procedures including Safeguarding, Health and Safety standards and Equalities legislation at all times and in all locations of service delivery.   **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 LRCC. * Flexibility of working hours * The post holder will regularly apply creative or adaptive thinking to develop innovative new approaches or solutions.   Any other responsibilities commensurate with the role required to meet the needs and expectations of the organisation and Board |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge |  | Ability to clearly articulate an understanding and commitment to a feminist analysis of gender based violence  Knowledge of the impact that sexual violence has on women, young people, children and communities  Knowledge of a range of age-appropriate methods and tools to support people affected by trauma |  | Knowledge of the Third Sector and its role in addressing Violence Against Women  Knowledge of Criminal Justice procedures that relate to victim/witnesses regarding sexual offences  Knowledge of legislation and good practice relating to health and safety, data protection and safeguarding of adults and children |
| Skills,  Abilities & Experience |  | Experience of providing emotional therapeutic, practical support and advocacy services to people affected by trauma    Experience of supporting individuals who self-harm and/or express suicidal intention  Experience of assessing risk and following safeguarding procedures as necessary  Experience of implementing and reviewing creative monitoring and evaluation processes  Experienced in the use of IT for self-administration e.g., Microsoft 365, email and databases  Experience of effective partnership working with statutory and third sector agencies  Excellent numeracy and communication skills both written and oral  Excellent planning and organisation skills with the ability to prioritise workload, managing deadlines when required. |  | Experience of working within Violence Against Women Network    Experience of delivering online support    Experience of delivering training, presentations and workshops to a range of audiences  Experience of working with or supporting volunteers |
| Personal |  | A high level of commitment to the values and ethos of LRCC    Demonstrates personal integrity with a ‘can do’ positive attitude  Demonstrates a resilient approach to the workplace, with clear strategies for managing self  Commitment to modelling feminist values and promoting equality and diversity |  |  |
| Other |  | Ability to work flexibly and to do evening and weekend meetings as required by the needs of LRCC    Hold a current clean driving licence and access to a car with business use insurance (currently all work is remote, but in anticipation of further freedom of movement and a phased return to office based working) |  |  |

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

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**Application to Lanarkshire Rape Crisis**

**for the post of**

**Support Worker**

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

**by:** 9am on Monday the 20th September 2021

The boxes will expand if necessary to fit your responses if done electronically. Otherwise please continue on a separate sheet of paper

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| --- | --- |
| **Section 1: Personal details** | |
| Surname: | First name: |
| Address: | Tel (home): |
| Tel (mobile): |
| Tel (work):  May we contact you at work? yes/no |
| Postcode: | Email address: |
| Do you have any particular requirements to facilitate your access to interview, or relevant to the job, which we need to know about? | YES NO |
| If yes, please give details: |  |

If completing this form electronically, please add a scanned signature.

Signed ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

THIS SHEET WILL BE DETACHED FOR SHORTLISTING

*Office use only / Reference number*……….

*Office use only / Reference number*……….

**Application to Lanarkshire Rape Crisis**

**for the post of**

**Support Worker**

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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). | | | | | | | |
| 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 each Essential and Desirable points in the person specification as scoring and 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 specific examples from your own practice where helpful. Giving consideration to the personal qualities identified in the job specification, please also tell us why you are applying for this position and why you believe you are the best candidate for this role.** Do not include a CV as this will not be considered. | | | |
|  | | | |
| **Section 6: References** | | | |
| LRCC 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: (Electronic or scanned will suffice)  Date: |

Applications will be retained for a 6 month period following the deadline and the successful applicant’s data will be dealt with in line with our GDPR & HR policies.