

September 2021

**upport**

Dear Applicant,

**Vacancy: Lanarkshire Rape Crisis Team Leader (Justice Advocacy and Prevention)**

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 **Wednesday the 6th of October at 5pm**. Interviews will be held in person **(date tbc)**, and this may be a Saturday or evening.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 Monday the 11th of October.**

Please note that we do not accept CVs. The full application form should be completed and emailed to recruitment@lanrcc.org.uk. The completed equal opportunities monitoring form should be completed online at <https://www.surveymonkey.co.uk/r/7NDSSK6>

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

Best wishes,

Helen Provan

Centre Manager

Lanarkshire Rape Crisis Centre

**Background Information:**

**Lanarkshire Rape Crisis**

Lanarkshire Rape Crisis Centre, 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 and partners. We also provide personal support options 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/prevention/>
* 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.

This is a newly created post and currently the staff team this Team Leader post will be responsible for is: 3 justice advocacy staff and 1 prevention worker (mix of FT and PT posts).

**LANARKSHIRE RAPE CRISIS TEAM LEADER JOB DESCRIPTION**

TITLE: Team Leader (Justice Advocacy & Prevention)

HOURS: 28 hours a week with regular evening and occasional

 weekend work

SALARY: £32,312 (pro rata) fixed term until 30th September 2023

PENSION ENTITLEMENT 6%

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

RESPONSIBLE TO: Centre Manager

RESPONSIBLE FOR: The postholder is currently responsible for coordination,

 delivery and promotion of LRCC Justice Advocacy and

 Prevention Services.

**Job Description**

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| **Core Purpose of Job** | To oversee delivery of specialist therapeutic support, information, and advocacy services to survivors age 12+ affected by sexual violence and to oversee and develop the delivery of sexual violence prevention work. The post holder will work closely with our Team Leader (Support Services) and service delivery staff members to coordinate the day-to-day activity within the Justice Advocacy and Prevention services. 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 with funding reports and applications.  |
| **Main Duties and Responsibilities** | * To mentor, provide guidance and oversee the caseloads / projects undertaken by service delivery staff
* To provide supervision to staff and work with the Team Leader (Support Services) in the supervision and support of LRCC volunteers
* Support / facilitate the delivery of up-to-date training for staff/volunteers to ensure best practice in our support of survivors
* To provide timely regular progress reports of Service Delivery
* 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 LRCC Justice Advocacy Services and the delivery of Prevention Programmes in schools and further education establishments
* 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 LRCC’s support services accurately and appropriately in line with LRCC’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 Centre Manager to plan, review and develop* Ensure management and service delivery comply with Safeguarding, Health and Safety standards and Equalities legislation

**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 BoardThis post will have responsibility for the effective provision of the justice advocacy and prevention services, through the effective oversight of support staff, and will be expected to hold a small caseload as required  |

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge |  | Knowledge of legislation and good practice relating to health and safety, data protection and safeguarding of adults and childrenAbility 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 Understanding the range of age-appropriate methods and tools to support survivors |  | 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 approaches to sexual violence prevention |
| Skills, Abilities & Experience  |  | Experience of providing emotional therapeutic, practical support and advocacy services to women and/or girls 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 Experience of supervising a teamExperienced in the use of IT for self-administration e.g., Microsoft, excel, email and internet Experience of effective partnership working with statutory and third sector agencies Excellent numeracy and communication skills both written and oralSkilled in negotiation & developing relationships with partner agenciesExcellent planning and organisation skills with the ability to prioritise workload, managing tight deadlines when required. |  | Experience of delivering/supervising online support  Experience of delivering training, presentations and workshops to a range of audiencesExperience of developing educational materials or groupwork programmesExperience of supporting volunteers Experience of funding applications and/or reporting  |
| 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  |  |  |

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

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 **Application to Lanarkshire Rape Crisis**

**for the post of**

**Team Leader (Justice Advocacy and Prevention)**

**To be returned to:** recruitment@lanrcc.org.uk

**by:** 5pm on Wednesday the 6th of October 2021

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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: |  |

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**

**Team Leader (Support Services)**

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 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 |
| FromDD/MM/YY | ToDD/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. LRCC is a third sector, feminist organisation providing prevention and support services across Lanarkshire. 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. |
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| **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 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.