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October 2023

**upport**

Dear Applicant,

**Vacancy: Service Manager (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 **Monday 13th November at 9 am**. Interviews will be held in person **(Wednesday, 13th December)**. Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email in due course.

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 <https://forms.office.com/e/rt4mNjbbth>

All posts we recruit require a female applicant and exempt under Schedule 9, Part 1 of the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

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 Director

Lanarkshire Rape Crisis Centre

**Background Information:**

**Lanarkshire Rape Crisis**

Lanarkshire Rape Crisis Centre, established in 2004, 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>.

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/> Supporting schools with their work towards Equally Safe at School activities. [Equally Safe at School | A whole school approach to preventing gender-based violence](https://www.equallysafeatschool.org.uk/)
* We work in partnership with other key stakeholders across Lanarkshire to improve wider understanding and awareness of gender-based violence and to promote the trauma informed services available to survivors of sexual violence.

The Service Manager post holder is currently responsible for: 4 justice advocacy staff and 1 prevention practitioner (mix of FT and PT posts).

**LANARKSHIRE RAPE CRISIS SERVICES MANAGER JOB DESCRIPTION**

TITLE: Service Manager (Justice Advocacy & Prevention)

HOURS: Option of 28 or 31.5 hrs a week (currently rota for 1 evening

every fortnight) Option for hours to be spread over 2 weeks

giving a day off every fortnight.

SALARY: £32,312 (pro rata) Funding confirmed until 31st March

2025, and as this is a front-line post, LRCC is committed to

securing ongoing funding

PENSION ENTITLEMENT 6%

ANNUAL LEAVE ENTITLEMENT 27 days personal (increasing by 1 day per year up to

maximum of 30 days), plus 12 days Public Holidays (all pro

rata)

RESPONSIBLE TO: Centre Director

RESPONSIBLE FOR: The post holder 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 aged 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 Service Manager (Support Services) and other staff as appropriate 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 Director with development work, 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 Service Manager (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 Director to plan, review and  develop services.   * 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 Board.  **The post holder will have responsibility for the effective provision of the justice advocacy and prevention services, through the effective oversight of support staff, and depending on service demand may be expected to hold a small support/advocacy caseload as required and support in the delivery of Prevention work across Lanarkshire.** |

**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 children  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  Understanding the range of age-appropriate methods and tools to engage and support a wide range of individuals |  | 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 a level of support to individuals impacted by any form of trauma    Experience of assessing risk and following safeguarding procedures as necessary  Experience of implementing and reviewing creative monitoring and evaluation processes  Experience of supervising a team  Experienced 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 oral  Excellent planning and organisation skills with the ability to prioritise workload, managing tight deadlines when required. |  | Experience of delivering/supervising online support  Experience of supporting individuals who self-harm and/or express suicidal intention    Experience of delivering training, presentations, and workshops to a range of audiences  Experience of developing educational materials or groupwork programmes  Experience 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 |

All our posts require female applicants and are exempt under Schedule 9, Part 1 of the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

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**Application to Lanarkshire Rape Crisis**

**for the post of**

**Service Manager (Justice Advocacy and Prevention)**

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

**by:** 9am Monday 13th November 2023

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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: |  |
| Where did you hear about this job? |  |

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**

**Service Manager (Justice Advocacy & Prevention)**

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

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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. 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.