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AI-generated content may be incorrect.

**Justice Advocacy and Support Worker**

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Support: 01382 201291

info@wrasac.org.uk

www.wrasac.org.uk

Dear Applicant

Thank you for your interest in applying for a post with Women’s Rape and Sexual Abuse Centre. Please find enclosed the following documents: -

* Information about WRASAC
* Advice on completing your application form
* Job Description and Person Specification

**Please do not send a CV as this will not be considered.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

Your completed application should be submitted via email by sending it to [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk).

**Closing Date** for this role will be **15th July 2025**

**You will be informed** if successful by **16th July** before end of working day with an invite to interviews

**Interviews will be held WC 21st July 2025** with location to be confirmed. We would prefer to have face to face interviews, but we want to make them accessible for everyone so please let us know if you have any additional needs or considerations we may need to think about in your application

We look forward to receiving your completed application form. Enquiries about this position are welcome by phoning or emailing [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk).

Yours sincerely

Katie Hardy-Jensen

CEO

**Ground Floor Premises, 4 Chamber of Commerce Buildings, Panmure Street, Dundee DD1 1EP**

Dundee & Angus is a company limited by guarantee, registered with OSCR and registered in Scotland as company number SC241372 and charity number SC009070.

Logo

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# **Information about WRASAC**

The Women’s Rape and Sexual Abuse Centre – Dundee and Angus (WRASAC) has been supporting survivors of rape, sexual abuse and exploitation and raising awareness about the damaging effects of sexual violence since 1984. We are a registered charity and a company limited by guarantee.

We provide a range of services to survivors of sexual violence, abuse and exploitation including:

**Women’s Support Service (WSS)**

The Women’s Support Service provides support to women (over 18) who have experienced rape, sexual abuse and/or exploitation.

Support can include 1:1 session in the centre or on outreach, advocacy support and signposting to other organisations for support.

**Initial Referral Team (IRT)**

The Initial Referral Team provides that initial support to women and young people accessing support from WRASAC. They will complete an introductory session to try and assess the needs of each person and either referral onto one of our own services, warm refer and support to another service or engage with survivors through here and now support to try and establish some safety and support for them. The initial referral team also cover the support and enquiry line and handle the referrals that come into service.

**Dundee and Angus Young Survivors (DAYS)**

We support all young people of any gender aged between 8 and 18 who live in Dundee or Angus and have experienced any type of sexual abuse.

We take a flexible approach to planning support to best meet the needs of the young person, this can be school, home, community or at our office.

**1:1 Support** - We offer emotional support to survivors. Each session is a safe and confidential space for survivors to process the trauma they have experienced at their own pace. We do this by using a range of therapeutic interventions and tools which are survivor centred.

**Group work support** - We various creative groups and peer support groups all of which aims to reduce isolation and extend social circles. The aim of these are to build survivors support networks and build survivors confidence, reducing isolation and feelings of blame and shame.

**Family and Friends**

We can also provide support to family, friends, partners and agency workers to help them understand the impact of sexual violence and cope with their feelings whilst supporting a survivor.

**Vice Versa**

Vice Versa provides support to adult women who have been involved, are currently involved or are at risk of being involved in Commercial Sexual Exploitation (CSE). The women we support generally experience multiple disadvantage which may include substance use, homelessness, physical and mental health issues, welfare issues and extensive historical and ongoing trauma.

The aim of the project is to provide women with safety and stabilisation support and with all issues that impact on their involvement in CSE. Support can include 1:1 session in the centre or on outreach, supporting to attend appointments and groups, advocacy support and signposting to other organisations or support. Support is led entirely by the women and their needs and priorities.

**Justice Advocacy Service**

Our Justice Advocacy Service provides support throughout the criminal justice process. We can support survivors with their decision to report the incident to the Police or not.

If they decide to report to the Police, we can go with survivors while they provide their statement and if they would prefer, we can get updates on the investigation from the Police on survivor’s behalf.

If the case is reported to the Crown Office and Procurator Fiscal Service (COPFS), we can liaise with survivors assigned Victim Information and Advice Officer (VIA) and talk to them about special measures that can be put in place to make giving evidence as easy as possible.

Advocacy Workers can go into the court room with survivors (as an In Court Supporter) while they give evidence, and they can provide support around verdicts and sentencing.

Advocacy workers can also provide post court support to survivors.

**Dundee Women’s Hub**

WRASAC supported by partners across the Dundee area are responsible for the setting up, development and facilitation of Dundee Women’s Hub (DWH).

The main aim of the DWH is to increase capacity and co-ordination of services to respond to the needs of the women experiencing substance use and multiple disadvantage. The hub will improve access to substance use and related services for women in Dundee with the overall goal of improving physical and emotional wellbeing for women who experience substance use and multiple disadvantages.

**Prevention Work**

We have a dedicated Prevention Worker who works in schools, colleges and youth settings in Dundee and Angus delivering the Rape Crisis Scotland Prevention Pack.

**Gender Based Violence (GBV) Team**

The GBV Team is made up of a Community Engagement Worker who focuses on increasing access to our service and raising awareness around our service and issues related to sexual violence.

Two Learning and Development Officers who are co-located between WRASAC and Dundee City Council who provide training and support and strategic direction in relation to GBV and Trauma across the VAWG network and council in Dundee

**Training and Awareness Raising**

Staff across our teams provide training sessions We provide WRASAC Information Session’s to staff from Dundee and Angus. We also provide training on a range of topics including understanding sexual violence and dealing with trauma. Additionally, we run community awareness raising events, like our Reclaim the Night March each year.

# **Vision, Values and Strategic Priorities**

# Our Vision

For a world free from sexual violence, abuse and exploitation and a society in which everyone has equality, freedom and choices to live the lives they want and thrive.

# Our Mission

To support survivors who have experienced any form of sexual violence, abuse or exploitation in their lives.

To promote equality and raise public awareness of the routes of sexual violence and its damaging and life-changing effects.

# Our Values

We believe first and foremost that perpetrators of rape, sexual abuse and exploitation are responsible for their actions – not survivors.

We are a feminist organisation which means we recognise that all forms of rape, sexual abuse and exploitation are acts of violence, that disproportionately affects women and children, involving the abuse of power and control, are a breach of human rights and are fundamentally rooted in gender inequality.

Diagram

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# Our Strategic Priorities

# ADVICE ON COMPLETING YOUR APPLICATION FORM

As part of WRASAC’s commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore, only information, which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1 Read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the short listing/interview panel will be looking for.

2 Section 4 asks you to note down your general experience and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** **It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples.** Relevant experience may be from your current or previous jobs or from out with formal employment.

3 We have lots of information about our service on our website [www.wrasac.org.uk](file:///C:/Users/irina.pelc/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/CMA6KX9M/www.wrasac.org.uk).

4 **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**

5 A Protection of Vulnerable Groups and Non-Police Personnel Vetting is required as part of the job.

6 Completing the Equal Opportunities Monitoring Form is voluntary, but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.

7 All applicants must complete all parts of the application form.

8 Application forms must arrive on time, forms arriving late will not be considered.

9 References are normally taken up for the short-listed applicants before interview. If you do not wish one or all references to be taken up at that point please indicate on the relevant page. It is our policy not to make a job offer without taking up references.

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Description automatically generatedJob Description & Person Specification

**Job Title**: Justice Advocacy Support Worker

**JOB PURPOSE:** The overall aim of this post is to provide support and advocacy to survivors who are engaged, or considering engaging, with the criminal justice system following an experience of sexual violence.

**RESPONSIBLE TO:** Justice Advocacy Co-Ordinator

**WHAT WE OFFER**

**Salary:** £23,209 (rising to £24,985 after a 12-month probation period)

**Funder:** Victim Centred Approach Fund (VCAF)

**Hours:** 28 Hours Part-time fixed term until March 2027 (potential for extension based on funding)

**Location:** Dundee & Angus- Travel across Scotland required

**Annual Leave:** 38 days + 5 public holidays per year (FTE), increasing to 42 days + 5 public holidays after 4 years of service. (*This will be pro rata based on a 28-hour working week.*

**Pension:** 6% employer contribution

**Supportive & Inclusive Culture:** Join a passionate, values-driven team working to create real change for survivors.

**MAIN DUTIES**

**Summary of main responsibilities and activities – National Advocacy Project**

1. Provide a support and advocacy service to survivors of sexual violence engaging, or considering engaging, with the criminal justice system following an experience of sexual violence, along with their family and supporters where appropriate.
2. Provide emotional and practical support to survivors of sexual violence whose cases do not proceed to court, including access to follow on services. This can be 1:1 sessions either face to face, online and/or by phone.
3. To ensure women and children’s (if applicable) needs are fully assessed and individually tailored support and safety plans are in place and appropriate referrals are made as and when required.
4. To provide targeted interventions and information to women, building strong and trusted relationships.
5. Develop and ensure the effective implementation of relevant referral processes to ensure survivors of sexual violence have enhanced access to support and advocacy services throughout their involvement in the criminal justice process.
6. Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including, where appropriate, the development and delivery of training inputs.
7. Publicise the service offered through the advocacy service to enhance access to the service across voluntary and public sector agencies.
8. Contribute to the development of national policy and strategic work around the criminal justice system and sexual offences through attendance at national advocacy project meetings and provision of information and feedback to the Rape Crisis Scotland National Coordinator.
9. Contribute to monitoring and evaluation frameworks to evidence the impact of the advocacy service for survivors of sexual violence and for partner agencies; including production of statistical data and participation in any evaluations which may be commissioned.
10. Attend training and deliver training to internally and to external agencies as and when required
11. Participate in regular support and supervision sessions.
12. Participate in team meetings and peer support sessions

**Centre specific duties**

1. Contribute to the learning and development of staff and volunteers within the Centre in relation to support and advocacy practice and the criminal justice processes.
2. Providing direct support, including crisis support where required, to service users in contact with the Centre.
3. Contribute to the running of the Centre including responding to centre enquiries, assisting with the develop of practice guidance and protocols, offering support cover during staff absence and other agreed duties relevant to the development of this new service
4. Provide support and guidance to WRASAC volunteers and placement students and/or mentoring to WRASAC workers undertaking qualifications.
5. Ensure high quality record of work with survivors on our online Case Management System – OASIS.
6. Any other duties as required by the post.

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**Other Duties**

This job description provides a broad overview of the role at the time of writing. It is not an exhaustive list of responsibilities and may evolve over time. The postholder may be required to carry out other duties consistent with the purpose, scope, and grading of the post.

**WHY JOIN WRASAC?**

This is an opportunity to be a part of a dedicated organisation and team in making a real difference for women impacted by substance use and/or other multiple disadvantage. At the WRASAC, we recognise that supporting others starts with supporting our staff. That’s why we invest in your wellbeing and professional development through:

* **Yearly and quarterly wellbeing days** – Time dedicated to rest and self-care, ensuring you can continue your work with resilience.
* **Staff development time** – Space to reflect, grow, and enhance your skills in a supportive environment.
* **Coaching and supervision** – Individual and team support to help you thrive in your role.
* **Ongoing training** – Access to continuous learning opportunities to keep you at the forefront of best practices.
* **Staff support**- access to occupational health and tailored employee assistance tools

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

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
|  | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
| **Professional / Educational Qualifications** |  | Relevant Degree or Training in relation to Gendered-Based Violence | Certificates  Application |
| **Experience** | Understanding of the impact of rape and sexual abuse.  Some knowledge of Scottish legislation, policy, and government strategy in relation to rape and sexual violence.  Experience of providing advocacy, crisis, emotional and practical support and information.  Experience of working with people affected by rape or sexual abuse.  1 years’ experience of working directly with survivors of gender based violence.  Experience of writing reports.  Experience of networking and liaising with agencies and other groups.  Experience of developing, delivering and evaluating training. | Monitoring, data analysis, and evaluation skills.  Understanding of the factors that may help or hinder reporting or disclosure of sexual violence.  Understanding of independent advocacy principles. | Application  Interview  References |
| **Skills & Knowledge** | A feminist analysis of sexual violence.  Knowledge of the impact of rape and sexual abuse on survivors.  Understanding the range of methods and tools to support women.  Good planning, organisational and prioritisation skills, an ability to manage workload.  Excellent communication skills  Knowledge of adult and child protection policies and procedure  Good IT Skills including being proficient in the use of Microsoft Office | Knowledge and understanding of issues for voluntary sector.  Understanding of the factors that may help or hinder reporting or disclosure of sexual violence.  Understanding of independent advocacy principles. | Application  Interview  References |
| **Personal Qualities** | A commitment to the values and ethos of WRASAC  A self-starter with the ability to organise and prioritise workload to agreed standards.  Ability to manage competing demands and support people in crisis.  Team player and able to use own initiative when necessary.  Evidence of a ‘can-do’ attitude, with the ability and willingness to problem solve, involving others when necessary.  High level of personal commitment to equality and diversity, and ability to work with partners and colleagues from a wide range of backgrounds. |  | Application  Interview  References |
| **Additional Job Requirements** | Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory scheme record and/or scheme record update.  Must be able to work flexibly (including evenings and weekends) to meet the needs of Dundee Women’s Hub.  Ability to meet the travel requirements across Scotland | Full Drivers licence and access to a car. | Application  Interview |

c**Women’s Rape and Sexual Abuse Centre Dundee**

**Post Applied For:**

**1. Personal Details**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Address:**  **Post Code:** | **Mobile:**  **Email:** |

**2. References**

Please provide details of a minimum of two referees, one of which must be your most recent employer.

**Name:**  **Contact prior to interview**: Y/N

**Address:**

**Email address**:

**Telephone number**:

**Relationship to you:**

**Name:**  **Contact prior to interview**: Y/N

Address:

Email address:

Telephone number:

Relationship to you:

1. **Period of notice required by current employer?**

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1. **Are there any dates when you will be unavailable for interview?**

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1. **Are there any adjustments that WRASAC will need to make, should you be invited to interview? Please state what these are.**

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1. **Are there any restrictions to your residence in the UK, which might affect your right to take up employment? If Yes, please provide details**

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1. **If you are successful in your application will you require a work permit prior to taking up employment?**

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1. **Do you hold a full drivers licence? Yes/No**
2. **Do you currently have car insurance for business use? Yes/No**

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| *If no, then we would need you to get this set up before starting employment if successful.* |

1. **Are you related to any employee or board member of WRASAC Dundee and Angus? Yes / No If yes, please provide details:**

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1. **Are you or have you ever been a member of WRASAC Dundee and Angus Board of Directors? Yes / No If yes, please provide details:**

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1. **Where did you see this vacancy advertised**

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**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

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| **DECLARATION** |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that WRASAC reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given to us is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by WRASAC, any medical reports or disclosure check.  **Signed** |
| **Date** |

**WRASAC is an Equal Opportunities Employer**

Applicant No: \_\_\_\_\_\_\_\_\_ (office use only)

1. **Work Experience – Starting with most recent employer**

Please continue on additional sheets if necessary.

Post:

Address:

From: To:

Main Duties:

Reason for leaving:

Post:

Address:

From: To:

Main Duties:

Reason for leaving:

**Employment Continued for the last 5 years minimum** *(please let us know if you have had any gaps in employment and if so please note why)*

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| --- | --- | --- | --- |
| **Dates from to** | **Employers name and address** | **Post title, responsibilities, experience gained, key achievements** | **Reason for Leaving, Salary** |
|  |  |  |  |

1. **Membership of professional bodies**

**3. Educational, Technical & Professional Qualifications**

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| --- | --- | --- |
| **Institute** | **Qualification gained** | **Date Achieved** |
|  |  |  |

1. **Skills, experience and knowledge (please refer to the person specification)**

Your completed application should be submitted via email by sending it to [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk)