

Women’s Hub Co-ordinator

Business: 01382 205556

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: -

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

**Please do not send a curriculum vitae 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.

**Closing Date is Monday 22nd August 2022 at Midnight**

**Invites to interview will go out by Friday 26th August**

**Interviews will be held Friday 2nd of September and W/C 5th September via zoom.**

Please note this post is **37 Hours per week with funding for the post in place until March 31st 2027.**

We would appreciate it if you would take the time to complete this equal opportunities survey: [Click Here](https://www.smartsurvey.co.uk/s/R0RMIE/)

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

Yours sincerely

Katie Hardy-Jensen

Manager

 **Sangobeg House, 4 Francis Street, Dundee, DD3 8HH**

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



# About our service

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.

WRASAC has a dynamic team of 28 staff members, 11 volunteers and an annual income of now just over £1.1million per year.

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

**Women’s Support Service**

Provides trauma informed support to survivors in a one to one and group setting. We offer emotional and practical support on a one-to-one basis, by telephone, letter, email, or group work.

Women are empowered to speak about their abuse in a safe, confidential environment. We provide structured support groups, a creative group, and telephone and crisis support. We also offer a complimentary therapy service to women engaging in the service.

**Gender Based Violence Team**

WRASAC also works in a variety of ways to improve service provision to all survivors regardless of where they may present for support. We participate in many partnerships across Dundee and Angus, Scotland and even across Europe.

Most importantly, though, we are in the business of working within our communities to change attitudes so we can, in the longer term, prevent and reduce sexual violence from happening in the first place.

**Advocacy**

Works with survivors who are thinking about or are engaging with the Criminal Justice System. This includes support to report to the police, with court appearances, accessing the Sexual Assault and Referral Network (forensic examination for those not wishing to report in immediate aftermath of a sexual assault) and supports them with any civil protective orders.

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

This service offers confidential and professional, emotional and practical support to all young survivors - of all gender identities - aged from 8 to 18; who have experienced sexual violence at any time; and who live in Dundee or Angus.

**Vice Versa**

Offers support and advocacy to women with complex needs who are at risk of, have been involved in or are exited from commercial sexual exploitation.

**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.

**Training and Awareness Raising**

We provide information Session to staff from Dundee and Angus. We also provide training on a range of topics including, dealing with disclosures, 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

In 2017-18, after a long period of reviewing and consulting with staff, volunteers, trustees, survivors and partner agencies we developed our new Strategic Plan and updated our Vision, Mission Statement and Values.

# 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.

# 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%3A/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.

Job Description & Person Specification

**POST TITLE: Women’s Hub Co-ordinator**

**DURATION**: Permanent contract, funding in place until March 27, with possibility of extension subject to availability of funding.

**HOURS :** 35 hours per week, to be worked in accordance with WRASAC contract and conditions of service

**SALARY:** £34,170 rising to £35,228.00 after successful completion of probationary period.

**PROBATION:** This post is subject to 6-month probationary period

**LOCATION:** Dundee - WRASAC Office/ Womens Hub

**HOLIDAYS:** 33 Days plus 5 Public Holidays

**PENSION:** Employer contribution at 6% to CIS pension fund.

**RESPONSIBLE TO:** WRASAC Manager

**PURPOSE OF POST:**

To lead the set up and development of a new Dundee Womens Hub; linking in with the funding outcomes, providing a delivery centre for services based upon the needs of women with experience of substance use and multiple disadvantage.

The post holder will engage with identified hub partner agencies and seek to expand the network of services operating from the hub.

The post holder will review the needs of women with experience of substance use and multiple disadvantage regularly and communicate with the services involved through regular partnership meetings, taking the lead in this to further develop the hub and services offered from it.

The Hub Co-ordinator will work in conjunction with Dundee Violence against Women Partnership, Dundee alcohol and drug partnership and the Gendered Services Group (GSG).

**MAIN DUTIES:**

1. Develop and facilitate the services offered from the Hub and associated outreach across Dundee including the development of relevant policies, procedures and partnership agreements.

2. To have lead responsibility for the development of a women’s panel to co-produce and influence the continued design and development of the hub.

3. Work in association with the partners to ensure a welcoming trauma informed ethos and environment, that encourages participation from women across Dundee.

4. Have a working knowledge of a gendered approach and create appropriate strategies to reduce barriers and stigma.

5. Promote participation from women with experience of substance use and multiple disadvantage including their families.

6. To gather data and evaluate data in line with agreed outcomes to provide regular the steering group, associated partners and funders.

7. To lead and manage the multiagency triage meeting for vulnerable women across Dundee and feedback key information trends to the GSG and CSE/Trafficking managers group.

8. Assist in the development of future funding applications and initiatives, which create opportunities for the Hub, with the aim of ensuring sustainability of the hub.

9. Ensure that all Health and Safety Regulations and risk assessments are in place and carried out according to guidelines.

10. Attend and participate in/represent the Hub ay key strategic meetings e.g. VAWP, GSG and ADP.

11. Contribute to the overall aims and objectives of WRASAC, the Learning and Organisational Development Service and the DVAWP.

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| **GENERAL TASKS**Be committed to work of the multi-agency partnership related to the Hub and promote partnership working. Liaise with WRASAC Manager and Board of Governors, Womens Hub Steering Group and the Gendered Services Group as required, and contribute positively to their overall work and aims.Be aware of any areas of risk and advise on improvementsAttend individual supervision, team meetings and practice development meetings along with any other training, conferences and seminars where appropriate. To work in a way that reflects the culture and values of WRASAC where quality, support, equality, respect and collaboration are recognised as valued and important.To work in accordance with WRASAC’s policies and proceduresContribute to and ensure quality assurance systems are in placeFlexibility of working hours. This post will involve some evening and weekend work. Any other duties as required. |

**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
|  | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
| **Professional / Educational Qualifications** | Relevant professional award/qualification in relation to this role. Community Learning & Development, Social Work or other appropriate qualification at degree level  | Qualifications related to the fields of gender-based violence, substance misuse and mental health. | CertificatesApplication |
| **Relevant work / other experience** | Experience of working directly with people affected by gender-based violence/ drug and alcohol use and multiple disadvantages. Proven record of effective partnership and collaborative working across a range of multi-agency services. Experience of service user involvement/participation groups.Commitment to tackling inequalities caused by socio-economic disadvantageUnderstanding of the Third Sector and the environment in which it operates  | Experience of working at a senior levelDeveloping and designing policies and procedures, risk assessments and service databaseTrack record of making successful funding applications/ tenders or generating income streamsTraining: First Aid / De-escalation / naloxone Proven record of delivering and facilitating training.  | ApplicationInterviewReferences |
| **Skills & Knowledge** | Clearly articulates an understanding and commitment to a feminist analysis of gender-based violence.Good planning, organisational and prioritisation skills.Excellent inter-personal and communication skillsSkilled in use of IT for self-administration e.g., Microsoft, excel, email and internet.Capable of using own initiative and of meeting tight deadlines Experience of application of responsibilities in relation to child and adult protection. | Knowledge/experience of co-production.Knowledge of recovery focussed approachesKnowledge of current legislation, policy and strategy relating to the violence against women agenda Understanding the range of methods and tools to support women. | ApplicationInterviewReferences |
| **Personal Qualities** | A commitment to the values and work of WRASAC. A personal commitment to equal opportunities displays honesty, integrity and a strong sense of ethics in all actions and decisions.Demonstrates a resilient approach to the workplace and has clear strategies for managing self and working autonomously Evidence of a ‘can-do’ attitude, with the ability and willingness to problem solve, involving others when necessary.High level of personal commitment to promoting equality and diversity. |  | ApplicationInterviewReferences |
| **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 post.  | Full Drivers licence and access to a car.  | ApplicationInterview |

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

Post Applied For:

**PERSONAL INFORMATION**

(Confidential, the top 3 sheets will be removed and not used for short listing purposes)

**1. Personal Details**

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| **First Names**  | **Surname**  |
| **Address** **Post Code DD2 5RG** | **Telephone Numbers** **Work** **Home****Mobile** **Email**  |

**2. References**

Please provide details of a minimum of two referees, one of which must be your most recent employer, one of which must be able to comment on your ability to conduct a research project, and one of which must be able to comment on your ability to engage with vulnerable young people.

Name: Contact prior to interview:

Address:

Email address:

Telephone number:

Relationship to you:

Name: Contact prior to interview:

Address:

Email address:

Telephone number:

Relationship to you:

1. **Period of notice required by current employer?**
2. **Are there any dates when you will be unavailable for interview?**
3. **Are there any adjustments that WRASAC will need to make, should you be invited to interview? Please state what these are.**
4. **Are there any restrictions to your residence in the UK, which might affect your right to take up employment?**

**If Yes, please provide details**

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

**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 General Data Protection Regulations.

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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:

Employer/Organisation

Address:

From: To: present

Main Duties:

Reason for leaving:

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

**Employment Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from to** | **Employers name and address** | **Post title, responsibilities, experience gained, key achievements** | **Reason for Leaving, Salary** |
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1. **Membership of professional bodies**

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

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

1. **WRASAC is a feminist organisation, reflecting on our Vision, Mission and Values, how would you feel about working with the organisation?**

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1. **Skills, experience and knowledge** (please ensure you meet the essential criteria in the person specification maximum and use no more than 2 full A4 pages)

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**