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Women’s Support Service

Team Leader

Text

Description automatically generated with medium confidenceBusiness: 01382 205556

Support: 01382 201291

info@wrasac.org.uk

support@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](mailto:recruitment@wrasac.org.uk).

**Closing Date is Thursday 2nd December 2021 at 12pm**

**Interviews will be held on Wednesday 15th December 2021 via zoom.**

Please note this post is **37 Hours per week and is 21 month post until 30th September 2023 - continuation funding will be sort but is not guaranteed.** The post may become permanent if application for additional funding is successful.

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

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.

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwio7vf0xuvNAhUCLsAKHeRtBJ4QjRwIBw&url=http://media.edfenergy.com/r/1057/edf_energy_accredited_by_the_living_wage_foundation&psig=AFQjCNEmpf-RNlA24FxfRgPUSS8wessuhA&ust=1468331389090766)Logo

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# 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 23 staff members, 8 volunteers and an annual income of now just over £750,000 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.

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 11 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 involved in prostitution and 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 a monthly 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.

Diagram

Description automatically generatedWe 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:/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.

Text

Description automatically generatedJob Description & Person Specification

**Job Title: Team Leader - Women’s Support Service**

**JOB PURPOSE:** The post-holder will be responsible for the day to day operational management of the Women’s Support Service. This will involve line-managing staff and delivering specialist counselling support to survivors of sexual violence in the Dundee and Angus area.

The post-holder will take an approach informed by an understanding of trauma, including complex trauma. The post-holder will also work alongside WRASAC’s Deputy Manager, Manager and Board of Governors to contribute to the operational and strategic leadership of the organisation.

**Responsible to: Deputy** Manager of WRASAC

**Salary:** £32,323 moving to £33,324 after successful completion of a probationary period

**Hours:** 35 hours per week

**Location:** Dundee

**Holiday Entitlement:** 33 Days plus 5 Public Holidays (rising to 36 Days after 3 years’

Service)

**Pension:** Employer contribution at 6% to pension fund.

**MAIN DUTIES**

**Supporting and supervising staff & volunteers**

1. Provide high quality line management to Women’s Sexual Violence Trauma Support Workers staff and volunteers. This includes provision of support and supervision and act as mentor, oversee caseloads and allocated projects to relevant Support Staff and Volunteers who work with survivors.
2. Conduct annual appraisals with supervised staff.
3. Ensure accurate, shared records of all supervision and appraisals are kept.
4. Ensure that external clinical/practice supervision is provided to all staff and monitor its usefulness and relevance making changes as required.

**Strategic leadership & operational management**

1. Support the Deputy Manager and Manager in the development and implementation of the strategic plan as relevant to the Women’s Support Service.
2. Enable the organisation to develop and maintain a culture which reflects the values of Rape Crisis Scotland (RCS) and WRASAC and affirms that it is a workplace where quality, support, equality, respect and collaboration are recognised as valued and important.
3. To support the development and implementation of our fundraising strategy, including applying for and reporting to funders as and when required in partnership with management.
4. Responsibility for managing budgets of Women’s Support Service.
5. Deputise for the Deputy Manager when required.

**Evaluating, reporting and monitoring**

1. Objectively review the success and achievements of the Women’s Support Service against agreed targets, identifying strengths, weaknesses and areas for development.
2. Ensure all staff keep effective records and complete monitoring information in a timely manner.
3. To liaise with and provide reports and updates to the Deputy Manager, Manager and the Board of Directors’

**Support work**

1. Provide trauma informed support and advocacy to survivors with complex mental health via one to one in person and/or online, group and email including carrying a small caseload.
2. To develop and review assessment processes for survivors wishing support.
3. To advocate on behalf of survivors.
4. Establish and maintain effective working relationships with staff from other agencies to ensure holistic needs of survivors are met.
5. To review and develop appropriate support tools and resources for survivors.
6. Ensure high quality and timely record of work with survivors on our online Case Management System – OASIS.

**Quality and safety**

1. To undertake the role of nominated person Child and adult support & protection for Women’s Support Team and liaise with the Deputy Manager and Manager regarding any safeguarding concerns.
2. Ensure staff comply with all relevant legislation, policies and procedures.
3. Support staff to develop and share their practice through regular practice meetings.

**Managing yourself**

1. Model a resilient approach to working in the service demonstrating the importance of self-care and boundary setting.
2. Use appropriate workload management techniques and ensure work is delegated effectively to staff.

**Other duties**

1. To promote effective partnerships working with key stakeholders, including participation at relevant multi-agency / strategic partnerships.
2. Raise awareness of issues around rape, sexual abuse and exploitation through providing training, promotional events, talks etc.
3. To develop, maintain and represent positive, collaborative working relationships with all WRASAC staff.
4. Produce detailed annual action plans on specific areas of responsibility, identifying areas for growth and development and outlining measurable objectives

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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
| **Professional / Educational Qualifications** | Relevant qualification in supporting survivors, for example, COSCA Counselling Skills and at least 3 years’ experience in providing trauma based models of support. | Diploma in Counselling or equivalent  Management / Leadership qualification | Certificates  Application |
| **Relevant work / other experience** | Significant experience in providing support to survivors using counselling support skills.  Experience of working with people with complex mental health issues.  Demonstrable at least 2 years’ experience of managing and supervising staff and volunteers.  Clear understanding of management, leadership and supporting frontline staff & volunteers  Experience in, and knowledge of service planning and development.  Experience of writing reports.  Experience of developing, delivering and evaluating training.  Experience of partnership working with external agencies. | Experience of writing funding applications  Experience in writing funding reports  Experience of promoting and sustaining volunteering within an organisation  Experience of developing and communicating policies, processes and procedures  Experience of chairing meetings and/or facilitating working groups | Application  Interview  References |
| **Skills & Knowledge** | Demonstrates a knowledge of the impact of trauma on survivors and appropriate support tools / methods.  Knowledge of the impact of rape, sexual abuse and exploitation on survivors.  Clearly articulates an understanding and commitment to a feminist analysis of gender based violence.  Understanding and knowledge of Child & Adult Protection Legislation.  Excellent interpersonal skills with a range of people including staff, service users, donors, volunteers and partner organisations  Good planning, organisational and prioritisation skills.  Skilled in use of digital technology and IT systems.  Competent Microsoft user (Outlook, Excel, PowerPoint and Word). | Understanding of qualitative and quantitative monitoring and reporting | Application  Interview  References |
| **Personal Qualities** | An interest in social justice and a genuine desire to support those affected by rape, sexual abuse and / or exploitation.  A commitment to the values and work of WRASAC.  Demonstrates a resilient approach to the workplace and has clear strategies for managing self.  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 WRASAC.  Full Drivers licence and access to a car.  All candidates must have the right to work in the UK  Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. Due to contact with service users the post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e). |  | Application  Interview |

**Circle

Description automatically generatedWomen’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**

|  |  |
| --- | --- |
| **First Names** | **Surname** |
| **Address**  **Post Code** | **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: 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?**
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? Yes/No**

**If Yes, please provide details**

1. **If you are successful in your application will you require a work permit prior to taking up employment? Yes/No**

**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.

|  |
| --- |
| **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:

Main Duties:

Reason for leaving:

Post:

Employer/Organisation:

Address:

From: To:

Main Duties:

Reason for leaving:

**Employment Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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?**

|  |
| --- |
|  |

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**

Your completed application should be sent to [recruitment@wrasac.org.uk](mailto:recruitment@wrasac.org.uk)