

Volunteer Application Pack 2021

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www.wrasac.org.uk

Hello,

We are delighted that you are considering a role with WRASAC as a Volunteer Support Worker in our Vice Versa Service. The demand for this service is high and if you decide to apply and get involved you will become part of a dynamic, essential service in Dundee and Angus.

You will be helping to provide one to one support to service users who have experienced child sexual abuse, rape, sexual assault, or/and sexual exploitation at any time in their lives.

This pack is designed to give you a background about our service and give you a better idea about what the role of Volunteer Support Worker will entail.

Please do not hesitate to contact our Manager Katie Hardy-Jensen or Vice Versa Worker Jenna Lawrence, on (01382) 205556 if you would like any further information.

You can return your application by e-mail to recruitment@wrasac.org.uk

or alternatively you can post your application to:

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

Closing date for completed applications is **Sunday 12th June 2022 at midnight.**

We look forward to hearing from you soon.

Kind Regards

Katie Hardy-Jensen

Manager

Only those who self-identify as women need apply under Schedule 9, Part 1 of the Equality Act 2010

# About our service

The Women’s Rape and Sexual Abuse Centre – Dundee and Angus (WRASAC) have 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 29 staff members, 3 volunteers and an annual income of 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.

Additionally, we have an Outreach Support Service that operates in Rural Angus.

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, 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 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.

**Why we need you!**

We have been facing many challenges over the past year as we have seen a tremendous increase in the demand for support in our Vice Versa service.

As the demand for support continues to increase, we need to build capacity to meet the demand for support and to provide key administrative support to our projects.

“The heart of a Volunteer is not measured in size but by the depth of the commitment to make a difference in the lives of others”

# Vision, Values and Strategic Priorities

In 2017-18, after an extended 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.

**Quality -** We are committed to providing a high quality and professional service

**Supportive -** We listen, believe and support survivors to recover from the effects of sexual violence, abuse, and exploitation.

**Equality -** We promote equality and strive to provide an inclusive service we respect the diversity of survivors, staff and volunteers and positively engage in anti-discriminatory practice to uphold this

**Respect -** We show respect by listening to others and seeking to understand their experience and aspirations; by demonstrating a commitment to integrity and ethics and accepting differences.

**Collaboration -** We are committed to working collaboratively and in partnership within our service, with survivors, our community, and agencies to achieve real and profound change.

# Our Strategic Priorities

**Volunteer Role Description**

**Title:** Vice Versa Volunteer/Placement Support Worker

**Hours:** Minimum of 4 hours per week, during weekdays or evenings.

**Vice Versa Service Project Profile**

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 have complex support needs 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.

**Volunteer Support Worker/Placement Support Worker**

**Purposes:** To provide a free and confidential quality support service via the helpline, on a one-to-one and/or group basis, to women involved in or at risk of involvement or who have been involved in Commercial Sexual Exploitation.

**Responsibilities and Duties**

* Support survivors with the effects of trauma associated with sexual violence and abuse.
* Provide support and advocacy to survivors via one to one, group, helpline, email, and letter, possibly carrying a small caseload.
* Support women to attend meetings and appointments
* Provide Introductory Meetings to survivors when required.
* Assist WRASAC in production of quality monitoring and evaluation.
* Establish and maintain effective working relationships with staff from other agencies to ensure holistic needs of survivors are met.
* Ensure high quality record of work with survivors on our online Case Management System – OASIS.
* To attend Support and Supervision with a dedicate member of staff on a regular basis
* To read emails and respond when required on a minimum of a weekly basis.
* To keep up to date with Policy changes etc.
* To read appropriate resources and commit to your ongoing personal development.

**Your commitment to us:**

* You will successfully complete the WRASAC initial training
* You will provide support to a minimum of two women using WRASAC Services with the expectation being that this will be for a minimum of 6 months.
* You will adhere to the WRASAC Policies and Good practice guidelines
* You will maintain appropriate levels of confidentiality as outlined in WRASAC’s Confidentiality Policy.
* You will initially attend peer support and supervision as and when required.
* You will inform the Deputy Manager or Manager of any concerns

**Our commitment to you:**

* We will provide volunteer induction training.
* We will provide an induction pack.
* We will provide ongoing support.
* We will organise regular training and social evenings, for personal development and networking.
* We will inform you of any training courses which may be of interest.
* We will complete references for future employment.

**Personal Qualities needed for Volunteer Support Workers**

We are looking for individuals with the following skills and aptitude, approach, and personal qualities:

* Good communication skills with a range of people
* Empathic, Non-judgmental, and genuine
* Be able to take responsibility and be accountable
* Ability to relate to individuals with mental health issues
* Good listening skills
* Ability to enthuse and motivate people
* Positive outlook
* Flexibility
* Patience
* Willing to learn
* To acknowledge positive qualities and skills

**Lived Experience**

We would welcome and support any application from women who have lived experience of sexual violence/exploitation and are happy to meet prior to application/interviews to discuss/support.

Women’s Rape and Sexual Abuse Centre

Dundee and Angus

Volunteer Application Form

Post Applied For:

**PERSONAL INFORMATION**

(Confidential, the top three 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. **Are there any adjustments that WRASAC will need to make, should you be invited to interview? Please state what these are.**
2. **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**

**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/Volunteering Experience – Starting with most recent employer**

Please continue 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 history continued on next page**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 refer back to the volunteer role description and use no more than two full A4 pages)

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

Your completed application should be sent to recruitment@wrasac.org.uk