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**Women’s Sexual Violence Support & Trauma 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 **14th July 2025 at 11 am**

**You will be informed** if successful by **15th July 2025** before end of working day with an invite to interviews

**Interviews will be held on the 24th 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

WRASAC 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.

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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.

**Job Description & Person Specification**

**Job Title: Women’s Sexual Violence Support & Trauma Worker**

**JOB PURPOSE**

To provide a free, confidential, and trauma-informed support service in Dundee and Angus to women who have experienced rape, sexual abuse, and/or exploitation.

Support is holistic, person-centred, and led by the needs, choices, and priorities of survivors. The role focuses on building safety, trust, and emotional and practical stability, while reducing barriers to accessing support and empowering survivors to take control of their own journey.

Support can include practical and therapeutic 1:1 sessions across Dundee and Angus which may at times include outreach support, accompaniment to appointments, advocacy, and signposting to other services. The role may also involve contributing to the development and delivery of therapeutic and peer-based group work, activities, and community events within the service or in other safe spaces.

**RESPONSIBLE TO**: Team Leader (Support Services)

**WHAT WE OFFER**

**Salary**: £29,010.80 (rising to £31,123.20 after 1 year probation period)

**Hours:** Full Time (35 hours per week), fixed term up until March 2026 (potential for extension based on funding through Delivery Equally Safe- DES)

**Location:** Dundee Office- with potential outreach across both Dundee & Angus

**Annual Leave:** 38 days + 5 public holidays per year (FTE), increasing to 42 days + 5 public holidays after 4 years of service.

**Pension:** 6% employer contribution

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

**MAIN DUTIES**

* Provide person-centred, trauma-informed support to survivors of sexual violence and abuse in Angus, with a focus on safety, stabilisation, and empowerment.

* Deliver support and advocacy through a range of methods, including one-to-one sessions, group work, helpline, email, and written correspondence. Hold and manage a caseload in line with organisational capacity and service standards.

* Work flexibly and independently to deliver support across Dundee and Angus, ensuring survivors can access services regardless of location.

* Offer Introductory Meetings to new survivors engaging with the service, ensuring a safe, welcoming, and informative experience.

* Contribute to the development and implementation of robust monitoring and evaluation processes to support continuous improvement and demonstrate impact.

* Build and maintain effective working relationships with external agencies and partners to ensure survivors’ holistic needs are met through collaborative and coordinated support.

* Represent WRASAC on relevant forums, networks, and multi-agency groups, advocating for the needs and rights of survivors.

* Develop and maintain accessible information, resources, and materials for survivors and professionals.

* Support the development and review of WRASAC policies and procedures to ensure best practice and service quality.

* Provide day-to-day support, guidance, and learning opportunities to WRASAC volunteers and student placements.

* Support awareness-raising activities, training delivery, and public events to increase understanding of issues related to sexual violence, rape, and exploitation.

* Maintain accurate, up-to-date, and confidential records of support work using WRASAC’s case management system (OASIS).

* Model and promote resilience, self-care, and healthy boundaries within the team and wider organisation.

* Use effective workload management strategies to maintain sustainable practice.

* Provide mentoring and support to colleagues undertaking qualifications or professional development within WRASAC when required.

**GENERAL TASKS**

* Work closely with the WRASAC Managers and Board of Governors, contributing to strategic and operational discussions as required.
* Attend relevant internal and external meetings, training, conferences, and seminars to support professional development and contribute to the wider sector.

* Undertake joint work with partner agencies and groups to enhance survivor support and strengthen multi-agency responses.

* Assist in the ongoing development and review of WRASAC’s policies and procedures.

* Prepare reports, updates, and documentation as required to support funding, monitoring, or governance processes.

**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 sexual violence and/or other multiple disadvantage.  At 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

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL REQUIREMENTS** | **DESIRABLE REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| Professional / Educational Qualifications |  | COSCA Certificate in Counselling Skills or a willingness to work towards it. | Certificates    Application |
| Relevant work / other experience | Minimum of one year’s experience providing trauma-informed support to survivors of gender-based violence, using relational, counselling, or advocacy-based approaches.    Demonstrated experience working with women affected by multiple and complex disadvantage, such as mental health challenges, substance use, homelessness, or experiences of systemic marginalisation.      Proven ability to produce concise, accurate, and sensitive written reports, case notes, or correspondence, in line with professional and safeguarding standards.    Experience of liaising with a range of agencies and professional networks, including statutory and third sector partners, to ensure safe and holistic support for survivors.    Evidence of effective partnership working, including sharing risk, collaborating in safety planning and representing services in multi-agency settings. | Experience of developing and delivering group-work    Experience of developing, delivering and evaluating training.  Experience of outreach-based work or supporting survivors in non-clinical or community settings, where trust-building and flexibility are key. | Application    Interview    References |
| Skills & Knowledge | Clear understanding and strong commitment to a feminist and intersectional analysis of gender-based violence, including the structural and societal contexts in which violence against women occurs.    Sound knowledge of the short and long-term impacts of rape, sexual abuse, and other forms of sexual violence on survivors, including the psychological, emotional, and practical effects.    Demonstrates a trauma-informed, survivor-centred approach, with a commitment to empowerment, choice, and safety in all interactions.    Strong planning, organisational, and prioritisation skills, with the ability to manage a varied caseload, balance competing demands, and work independently in an outreach context.    Excellent interpersonal and communication skills, with the ability to build trust, listen actively, and communicate sensitively with survivors, colleagues, and partner agencies.    Able to adapt communication style to suit different audiences and needs, including those with communication differences, language barriers, or additional support requirements.    Confident in using digital tools and case management systems, and able to maintain accurate, confidential records in line with organisational policies and data protection legislation. | Knowledge and understanding of issues for voluntary sector. | Application    Interview    References |
| Personal Qualities | Demonstrates emotional resilience and self-awareness, with clear, healthy strategies for managing personal wellbeing in a demanding and emotionally complex role.    Brings a proactive, solutions-focused mindset, showing initiative and flexibility when problem-solving, while recognising when to seek support or involve others.    Deep personal commitment to equity, inclusion, and anti-oppressive practice, with the ability to collaborate meaningfully with colleagues, survivors, and partner agencies from a wide range of backgrounds and lived experiences.    Flexible and responsive with the ability to adapt to different environments, changing needs, and the complexities of community outreach work. |  | 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 to ensure outreach work can be undertaking |  | Application    Interview |

**Post Applied For:**

**1. Personal Details**

|  |  |
| --- | --- |
| **First Name only** | **Contact information:**  **Mobile:**  **Email:** |

**2. References**

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

**Name:**

**Email address or Telephone number**:

**Relationship to you:**

**Name:**

**Email address or 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.*  *Notes-* |

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**

**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)*

|  |  |  |  |
| --- | --- | --- | --- |
| **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. **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)