**Recruitment Pack**



Sexual Violence Prevention Worker

Business: 01382 205556

Support: 01382 201291

Text: 07515288171

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
* Application form (sent separately)

**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).

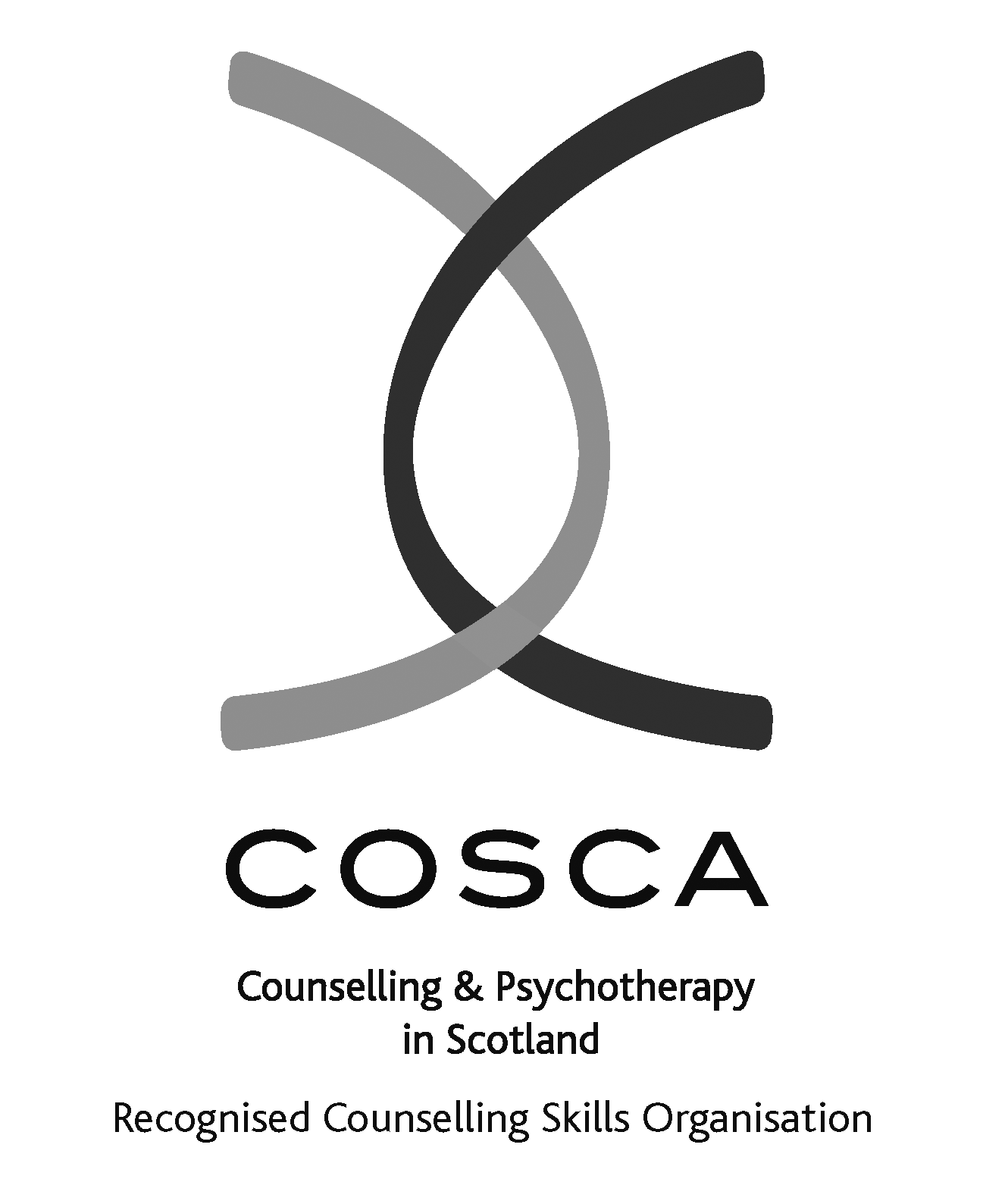
**Closing Date is Friday 26th May 2017, 12 noon**. Only applicants invited for an interview will be contacted.

We look forward to receiving your completed application form.

Yours sincerely

Sinéad Daly

Manager

[](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)

**2 Dudhope Street, Dundee, DD1 1JU**

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

# 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 The application form will be photocopied so that the form should be completed in black ink or typescript.

3 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.

4 Should you need to use an additional sheet of paper, please indicate the name of the post on the top of the sheet. **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.

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

10 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.



**Background Information**

There is increasing awareness of issues of sexual violence affecting young people (such as sexual bullying, pressures and expectations around “sexting”, and violence within teenage relationships) and of the impact of increasing sexualisation in the media. This post is part of a national programme involving prevention workers based at thirteen rape crisis centres, coordinated by Rape Crisis Scotland, using a shared resource pack and evaluation framework. Regular training opportunities and a practitioners’ forum are provided as part of the programme. More information and the report from an external evaluation can be found at <http://www.rapecrisisscotland.org.uk/> under ‘Campaigns and Projects.’

The outcomes for this post are as follows:

1. National and local strategic approaches to sexual violence prevention are more consistent and more effective.
2. Strategic partnerships between rape crisis centres and local agencies are strengthened, promoting shared approaches to sexual violence and support for direct interventions by centres.
3. Young people have increased knowledge and more positive attitudes towards sexual relationships, and less tolerance of violence.
4. Young people have a greater role in shaping interventions in relation to sexual relationships.

The Women’s Rape and Sexual Abuse Centre (WRASAC) offers free, confidential support for women, young women and girls who have been raped, sexually abused or sexually exploited at any time in their lives. The centre was initially established in 1984 as Dundee Rape Crisis Centre by Dundee Women’s Aid after they identified a need for a service to provide support to women who had experienced rape or sexual assault. The organisation became a charity with limited company status in December 2002 and moved to new premises in June 2010. We cover a large geographical area including, Dundee and Angus (and some parts of Perthshire and North-East Fife).

Job Description & Person Specification

**Job Title**

**Women’s Counselling Support Worker**

**JOB PURPOSE:** The overall aim of this post is to develop local strategic approaches to sexual violence prevention, and to deliver interventions to young people around healthy sexual relationships using the Rape Crisis Scotland sexual violence prevention pack.

**RESPONSIBLE TO:** Senior Young People’s Support Worker

**Salary:** £27,699 pro rata (Pay Award Pending)

**Hours:** 21 hours per week, funded until June 30th 2017 (post will be extended pending future funding from Scottish Government)

**Location:** Dundee and Angus

**Holiday Entitlement:** 30 Days plus 5 Public Holidays (rising to 33 Days after 5 years’ service) pro rata

**Pension:** 6% Employer Pension Contribution

**MAIN DUTIES**

|  |
| --- |
| **Summary of main responsibilities and activities**   1. **Strategic development**  * Liaise with statutory and voluntary sector agencies (such as local education authority, youth and children’s services) and participate in multi-agency partnerships to develop strategic approaches to sexual violence prevention. * Liaise with Rape Crisis Scotland Sexual Violence Prevention Coordinator to increase connectivity between local and national strategic approaches. * Participate in practitioners’ forums with network of Rape Crisis prevention workers * Contribute to the organisation of forums for consultation with young people, such as focus groups and events.  1. **Development of prevention education**  * Deliver educational programmes in schools and other education and community settings using the Rape Crisis Scotland sexual violence prevention pack. * Develop partnerships with schools and other education providers to plan education programmes and to support the development of policy and practice in relation to sexual violence, in accordance with existing priorities such as Curriculum for Excellence, Getting it Right for Every Child and child protection. * Deliver information sessions to school staff and parents/carers as required.  1. **Support**  * Respond sensitively to disclosures and facilitate young people’s access to support services as appropriate * Act on any child protection or wellbeing concerns identified during seminars according to centre’s child protection policies and procedures. Where appropriate, participate in multi-agency initiatives to promote the young person’s safety and wellbeing.  1. **Monitoring and Evaluation**  * Gather evaluation data from young people and link professionals using the materials in the Rape Crisis Scotland sexual violence prevention pack. Pass data to Sexual Violence Prevention Coordinator to inform revision of materials and funding reports. * Contribute to any agreed evaluation procedures including external evaluations.  1. **Equalities**  * Promote anti-discriminatory values and non-violence in all aspects of practice.  1. **Accountability, supervision and professional development**  * Attend regular support and supervision with line manager. * Undertake training and development as required. * Adhere to centre’s policies and procedures.  1. **Team working and communication**  * Work as a team with other centre employees * Attend regular team meetings |

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| **Knowledge** | E1  E2  E3 | Understanding of feminist analysis of violence against women  Thorough knowledge of issues relating to sexual violence  Understanding of the impact of sexualisation of young people in the media and links with violence against women | D1  D2 | Knowledge of approaches to sexual violence prevention  Knowledge of current legislation, policy and strategy relating to education and to the violence against women agenda |
| **Skills and Abilities** | E4  E5  E6  E7  E8 | Ability to engage with young people in a range of settings  Ability to work effectively with a wide range of partners in voluntary and statutory agencies  Good communication skills both written and oral  Ability to organize and prioritise workload  Competence in use of IT, for example Word and Excel programmes, email and internet and delivery of PowerPoint presentations |  |  |
| **Experience** | E9  E10 | Experience of delivering workshops/groupwork to young people  Experience of responding to disclosures | D3  D4  D5 | Experience of developing educational materials or groupwork programmes  Experience of working with people affected by gender-based violence  Experience of evaluating interventions aimed at young people |
| **Qualifications** |  |  | D6 | Qualification in Social Care, Community Education, Youth Work or similar discipline |
| **Other** | E11  E12  E13 | Able to travel to various locations in the local area  Able to work flexibly and to undertake some evening and weekend work  Commitment to anti-discriminatory practice |  |  |