

RASASH Application Pack

How to Apply

Thank you for your interest in the post of Criminal Justice Advocacy Worker (28 Hours). You will find information about the role, RASASH, our values, and how to apply in this pack.

Applications should be submitted using our online form: <https://form.jotform.com/232812973147359>. The online application requires you to upload your CV and a supporting statement, demonstrating how you meet the requirements outlined in the job description and person specification.

We value a wide range of experience, including paid and unpaid work, volunteering, and life or community involvement. We also welcome applications from women who meet the core criteria but may not have formal qualifications or meet all of the essential requirements.

Deadline to apply: Midnight on 18th May 2025 (late applications will not be considered)

Interview date – 4th June 2025 (in Inverness or via Teams)

Due to the volume of applications, only shortlisted candidates will be contacted.

RASASH is committed to developing a workforce that is dynamic and inclusive, where women of all backgrounds have an opportunity to contribute to the work we do. We welcome applications from women of all backgrounds and identities, in particular women of colour and those under-represented in the workforce. It is our aim that everyone working with us feels welcome, valued, and respected. We value diversity and celebrate the different perspectives and contributions this brings to our centre.

To support RASASH in our commitment to diversity and equality, we encourage applicants to complete our online Equal Opportunities form: <https://forms.office.com/e/9HbZSWQiqz>. Filling out the form is voluntary and any information you provide is confidential.

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010. A PVG Disclosure check will be required prior to commencing employment.

We are keen to ensure an accessible recruitment process; if you have any issues accessing this pack or application form, please contact recruitment@rasash.org.uk.

Our recruitment process is carried out in accordance with the Data Protection Act 2018. For full details

on how your information will be used, please see our [Privacy Notice](#).

About RASASH

Rape and Sexual Abuse Service Highland (RASASH) is a charitable organisation, a SCIO set up in 2014, based in Inverness and a member of the Rape Crisis Scotland network.

RASASH provides support, information, and advocacy for anyone aged 13+ or over, living in the Highlands and affected by sexual violence. We also develop and deliver training and workshops to schools, youth groups, and professionals on a range of topics related to sexual violence and gender equality. This, alongside our youth-led campaigning, is part of our work aiming to change societal attitudes which contribute to sexual violence and the shaming of survivors.

RASASH is an intersectional-feminist organisation. This means that we recognise the compounding inequalities and discrimination that survivors, staff, and volunteers may experience, and seek to reflect this in our service provision and broader work. We are also survivor-led, which means that our operations are informed by survivors, and we are accountable first and foremost to them. We are pro-choice & trans-inclusive.

We are also committed to providing a supportive and empowering environment for our staff, creating an environment where we can inspire each other and allow each other to thrive, and working together collaboratively to achieve our collective goals. We also believe in continuous learning and reflection, welcoming feedback on how we can improve.

RASASH was set up to:

- Provide accessible, appropriate, and high quality emotional and practical support, information and advocacy for survivors, their non-abusing partners, family, and friends.
- Work towards the prevention and elimination of sexual violence, supporting societal change by raising awareness, challenging myths, and campaigning.
- Work with others to improve the way society, organisations and agencies respond to survivors of sexual violence.

Our core values underpin everything that we do. We believe that:

- Anyone affected by sexual violence, irrespective of their gender, should have access to free, confidential, non-judgemental, and specialist support;
- Survivors are experts in their own experience and our role is to support them to exercise control and direction of their own lives;

Criminal Justice Advocacy Worker

- Sexual violence is preventable. Everyone has a role to play in creating a society that stands in solidarity with survivors and stands against sexual violence.

RASASH is governed by a Board of five active and committed Trustees. The team consists of 25 staff. We are committed to a diverse and inclusive workplace.

The Role

Job title:	Criminal Justice Advocacy Worker (28 hours)	Reports to:	Advocacy Team lead
Hours:	Part-time (fixed hours)	Length of appointment:	Until 31 March 2027 (extension subject to continued funding)
Salary:	£30,893.28 pro rata	Pension Contribution:	An employer's contribution of 6% is payable after successful completion of a 6-month probationary period
Location:	This post is Highland wide and in-person work will be required across the Highlands.	Holiday entitlement:	35 days incl. public holidays FTE

RASASH is seeking to recruit a Criminal Justice Advocacy Worker. The post is for 28 hours per week. The post holder will work **Tuesday** to **Friday**. There may be a requirement for occasional overnight stays, which RASASH will fully fund and support the post holder to plan.

Purpose of the post

The National Advocacy Service is funded by the Scottish Government and is a partnership between RCS and the 16 local Rape Crisis Centers across Scotland. The project aims to provide advocacy to survivors who have engaged or are considering engaging with the criminal justice system following a sexual crime. You can read more about the National Advocacy Service here [National Advocacy Service | Rape Crisis Scotland](#)

The aim of this post is to provide dedicated support and advocacy to survivors of sexual violence who are engaged with, or considering engaging with, the criminal justice system. This role will have a specific focus

on offering additional support and advocacy to survivors facing multiple or complex barriers and working in partnership with external agencies to ensure their needs are effectively met.

Summary of main responsibilities

PROGRAMME DELIVERY

- Provide advocacy to survivors of sexual violence engaging or considering engaging with the criminal justice system.
- Provide emotional and practical support to survivors of sexual violence whose cases do not proceed to court, including follow on services
- Ensure that survivors are informed of their rights, choices, and options to maximise independent decision-making as well as build and encourage confidence in their own ability to self-advocate using a strengths-based approach.
- Work in partnership with relevant agencies to enhance responses to survivors of sexual crimes, including the development and delivery of training where appropriate
- Publicise the advocacy service across voluntary and public sector agencies to increase awareness and access to the service.
- Implement relevant monitoring and evaluation systems which capture both qualitative and quantitative information from all aspects of the service, including service-user engagement.
- Support the Team Lead to review, analyse, and report on service data, including maintaining accurate and appropriate retention of survivor records in line with RASASH's data protection policies.
- Provide advocacy for survivors with additional complex needs, helping them access services beyond the criminal justice system.
- Develop and maintain effective working relationships with partnership organisations , such as housing and welfare, to enhance coordinated support for survivors.

TEAMWORK & DEVELOPMENT

Criminal Justice Advocacy Worker

- Work alongside and collaborate with colleagues to support a positive, diverse, and inclusive work environment that embodies RASASH's feminist values and mission.
- Support the implementation of National Advocacy Service standards, RCS National Service Standards and RASASH Service Standards, participating and contributing to service development discussions to ensure we effectively meet the needs of survivors and deliver an inclusive, accessible, and equitable service.
- Participate in supervision, case discussion, and reflective practice as well as undertake regular training to ensure knowledge, learning, and practice are up to date.
- Support the coordination and facilitation of induction, refresher, and external training sessions.
- Contribute to the development and adhere to RASASH's policies, processes, and procedures, ensuring that all activities comply with current legislation (e.g. health and safety, safeguarding etc.)

OTHER

- Support with ad hoc projects and initiatives that seek to develop and grow the service.
- Contribute to RASASH's social media, newsletter, and website communications as requested.
- Flexibility in working hours, including some evening work.
- Able to travel extensively across Highland including overnight stays.
- Any other duties that are relevant to the post and agreed with the Advocacy Team Lead.

This job description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks.

Person specification

Criteria	Essential	Desirable
Knowledge & Understanding	<ul style="list-style-type: none"> A. Commitment to feminist values and strong feminist understanding of sexual violence and its impacts. B. Understanding of the impact of rape and sexual abuse on survivors. C. Some knowledge and understanding of current legislation, policy and strategy relating to gender-based violence – including the criminal justice system 	<ul style="list-style-type: none"> 1. Knowledge of legislation relevant to independent advocacy, especially Mental Health Scotland Act, Adults with Incapacity Act, Adult Support and Protection Act 2. Understanding of independent advocacy principles
Experience	<ul style="list-style-type: none"> D. Experience in providing emotional and/or practical support to people affected by trauma. E. Experience working with databases, digital communication channels, and Microsoft packages. F. Experience of working in a team. 	<ul style="list-style-type: none"> 3. Experience supporting individuals dealing with acute distress. 4. Experience of providing advocacy with an ability to represent and promote the interests of survivors. 5. Experience of working with people with complex needs. 6. Experience of working in partnership with external agencies.
Skills & abilities	<ul style="list-style-type: none"> G. Organised, self-sufficient, and professional worker. H. Excellent communication and interpersonal skills. I. Possess excellent working knowledge of standard office packages, IT software, and databases. 	<ul style="list-style-type: none"> 7. Ability to understand and analyse complex or legal information to the advocate on behalf of survivors 8. Ability to break down complex information for survivors.

Criteria	Essential	Desirable
	<p>J. Demonstrates a resilient approach to the workplace, with clear strategies for managing self.</p> <p>K. Ability to respect and work within professional boundaries.</p> <p>L. Highly self-motivated with the ability to work independently and effectively prioritise tasks</p>	
Qualifications	M. Full UK driving licence and access to a car	<p>9. Degree or qualification in a relevant area</p> <p>10. Rape Crisis Scotland training or equivalent</p>