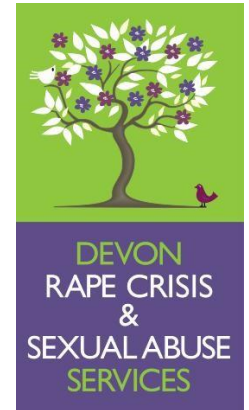


Devon Rape Crisis and Sexual Abuse Services

Information for applicants



Thank you for your interest in working with DRCSAS.

This application pack includes guidance on how to complete our application form and some additional information about DRCSAS and the recruitment process. We suggest that you read all information enclosed very carefully before submitting an application.

Your completed application and monitoring forms should be emailed to caroline@devonrapecrisis.org.uk by the closing date on the relevant job advert. Late applications cannot be accepted.

We will respond to all applicants, however due to the anticipated high volume of applications, we regret we don't have the capacity to give feedback. Due to the current Coronavirus restrictions, interviews will be online and a date will be set once shortlisting has taken place. We will aim to be flexible about date and time with shortlisted applicants.

We generally have a large number of applications for our posts – hence the reason for some of our processes. Please forgive us if the process is not as personal as you would like.

Applications can only be accepted by email unless you have a disability. If you need to send an application by post, the address is Devon Rape Crisis, PO Box 765, Exeter, Devon, EX1 9TG. Please note that applications must be received at our office by close of business on the closing date as specified on the relevant job advert.

We will contact everyone we have interviewed to let them know the outcome and are able to offer individual feedback at this stage.

- All posts are restricted to female applicants only under Schedule 9, part 1, Equalities Act 2010
- All applicants will undergo an enhanced Disclosure and Barring Service (DBS) check before appointment

Training

All workers, volunteers and trustees will undergo all or part of our in-house core training 'Understanding and Working with Sexual Violence', depending on their role. This is an OCN London Accredited course which takes place on evenings and weekends over two months.

A full induction into the organisation will be arranged on commencement of this post.

INFORMATION ABOUT DEVON RAPE CRISIS AND SEXUAL ABUSE SERVICES

What we do

Devon Rape Crisis and Sexual Abuse Services (DRCSAS) is a service run by women for people of all ages and all backgrounds who live in Devon (not including Plymouth). It is a free, confidential specialist trauma support and advocacy service to women who have suffered rape, sexual assault, child sexual abuse, sexual harassment or any form of sexual attack at any time in their lives. The services are also open to men, but women-only space is maintained for four days per week.

The service aims to support women and men through skilled therapeutic support and providing information and advocacy. As well as our support services, DRCSAS works to campaign and raise awareness about sexual violence.

Our Values

Feminism

We believe that sexual violence is both a cause and a consequence of gender inequality. By being a strong, proud and active feminist organisation we engage with issues with a spirit of hope and a determination to fight for women to receive the justice they deserve as a right.

Trust

We work transparently and honestly so that we are trusted and viewed as an organisation with integrity.

Respect

We treat women with dignity by acknowledging their background, life story, skills and resilience.

Equality

Equality is a fundamental human right and we recognise that women experience disadvantage and discrimination because of their gender, class, sexuality, ethnicity, religion, impairments or age. We are committed to equality and inclusivity and oppose discrimination in everything we do.

Choice

Women are disempowered by their experiences of sexual violence. Offering women choice is fundamental to how we work.

Quality

Women deserve a high quality, professional organisation and we provide this in all that we do.

Our Services

We offer a specialist support service to women and men aged over 13 who have experienced rape, childhood sexual abuse, sexual assault or any form of sexual violence, at any time in their lives. Our support services are designed to help people to cope with and recover from their experiences. We provide the following free services;

- An anonymous telephone helpline service – open three times a week
- An anonymous email support service
- A specialist face-to-face specialist trauma support service (currently operating online and via telephone). We expect to move to a hybrid online/face-to-face service later this year
- Advocacy support
- Eye Movement Desensitisation and Reprocessing (EMDR)
- Telephone and email support for the partners, family and friends of victims/survivors
- Specialist training and consultancy

Service delivery and access

We have a main office located in Exeter and two further offices in Torquay and Barnstaple. A lack of current capacity means we carry a waiting list. We currently employ 19 paid staff across three office bases:

- Chief Executive Officer
- Service Manager
- Volunteer and Training Manager
- Referral Worker
- Data and Finance Manager
- 2 Specialist Project Worker
- 12 Specialist Support Workers/Counsellors

Volunteers within the organisation

Volunteers are recruited with specific skills and experience in working with people; they undergo a 12 session, OCN-accredited volunteer training programme, have an individualised induction and regular CPD. The training programme equips them with the skills and knowledge to support women on the phone and by email.

Following a thorough induction period, those volunteers with clear skills and availability are offered the opportunity to undertake a further training course in order to deliver direct support to service users.

Our use of both paid workers and volunteers offers a unique model of service delivery;

- It is highly cost-effective
- Volunteers bring a wide range of skills and experience into the organisation
- Volunteers live across the whole county, providing easy access to all locations
- The volunteer group delivers a very community based service

Links with other providers

We have strong links with the Sexual Assault Referral Centre (SARC) in Exeter. The SARC generally works with the 10%-15% of women who have reported their crime to the police and support is centred on the criminal justice process.

We have strong links with service providers within the health and mental health sector. We receive and make referrals to health workers and mental health workers within the NHS and Devon Partnership Trust as well as from the voluntary sector. We take referrals from GPs and publicise our services to their patients as well as within their practices.

On an individual level we undertake joint work with partner agencies with women with very complex health and social needs where communication and clarity of objectives are key.

Outputs

In 2019-20;

- We supported over 1,360 women and men across Devon and Torbay through our telephone, email and face to face service.
- 606 people used our face to face service.
- 94% of users of our service were women.
- We had 399 referrals, a rise of 8% on the year before.
- 50% of referrals to DRCSAS were self-referrals, meaning that those who feel unable to tell their GP, Social worker, mental health worker, midwife etc. still have a route in to receive support.
- 46% of referrals were from professional agencies (including GPs, health, social care, education or the criminal justice system).
- We delivered 2014 individual sessions of counselling, specialist trauma support or advocacy

Quality and Governance

Devon Rape Crisis and Sexual Abuse Services is both a Registered Charity and a Company Limited by Guarantee. Overall responsibility for governance rests with the Board of Trustees comprising 8 members with diverse skills and experience.

The organisation is a member of Rape Crisis England and Wales and adhere to their National Service Standards. Regular meetings of regional rape crisis service managers allow for the sharing of good practice across the south west. The organisation is also a member of BACP.

The Chief Executive Officer has operational responsibility for the organisation.

GUIDANCE NOTES FOR JOB APPLICANTS

CVs

DRCSAS does not accept CVs as applications for any post (paid or voluntary).

Completing the application form

You should find on the website the following documents to download:

- A Role Overview including skills and experience looked for
- An application form
- Information about Devon Rape Crisis and Sexual Abuse Services
- An equal opportunities monitoring form
- Our policy on DBS checks and the recruitment of ex-offenders

Please read all of this information carefully before completing the application form.

In order to get shortlisted, you must demonstrate with examples how you meet the headings listed on the role overview. Please provide specific examples of your skills, knowledge and experience against each of the headings used – these can be from paid or unpaid work. Please address each point in a clearly headed paragraph. Feel free to use links to point us to your own social media channels or online work you have done or are doing for clients.

Please let us know about any relevant training and personal development experiences, including non-accredited learning and courses you have undertaken.

Submitting applications

Please submit your completed application form, along with your Equality Monitoring form, by email no later than the deadline given on the relevant job advert.

References

Please supply full contact details for your referees. If you are in paid employment, your current employer should be named as the first referee as someone we can approach for a reference. Please do not use friends or family members for your referees.

DBS checks and criminal disclosure

As DRCSAS works with vulnerable groups a full disclosure will apply. We recognise that women come with a wide variety of life experiences, and a criminal disclosure will not necessarily act as an instant barrier to appointment. Please see the Policy on DBS Checks and Recruitment of Ex-offenders.