

Guidance for Applicants

**Development Worker for Black Asian
Minoritised Ethnic (BAME) and other Services
(35 hours pw)
Open to job share**

Female applicants only.
Equality Act 2010, Schedule 9, Part 1 applies.

**Closing date for applications:
27th January 2017 (12 noon)**

Interviews: 10th February 2017

Thank you for your interest in working with Trafford Rape Crisis (TRC)

The application pack for the post consists of the following documents:

1. **Guidance for applicants** (*this document*) which contains information about how to apply, the recruitment process, Trafford Rape Crisis and Rape Crisis (England & Wales).
2. **Details of post: Job description, key responsibilities and person specification.**
3. **Application form**, including confidential disclosure form and equalities monitoring form.

We suggest that you read all of the relevant documents carefully before submitting your application.

How to apply

Please send your completed application form (including the confidential disclosure form and equalities monitoring form) via email to **recruitment@traffordrapecrisis.com**. You should receive an 'auto-reply' email acknowledgement.

Please note: type your name in the signature box. We will ask you to provide signatures to the forms as appropriate if you are shortlisted.

We are unable to consider CVs. **Please ensure that all relevant information that you want us to consider is included on your application form.**

The closing date is **12 noon on 27th January 2017**, and we regret that late applications cannot be accepted.

Please note that any queries relating to the application process should be sent via email to **recruitment@traffordrapecrisis.com** and NOT to TRC's general business email address, and particularly NOT to our email support addresses which are for service-users only. Please note also that we are a small mainly volunteer organisation but we will reply to you as soon as we can.

Recruitment process

Closing date for applications	12 noon, 27th January 2017
Invitation to interview	<p>We will notify shortlisted candidates by 2nd February 2017. Please make sure you have indicated your preferred means of contact on your application.</p> <p>We regret that we are unable to contact unsuccessful applicants personally. If you have not heard from us by 2nd February 2017, please assume that you have not been successful on this occasion. We thank you for your application, and please accept our apologies for the lack of personal reply.</p>
Interviews	<p>These will take place on Friday, 10th February 2017.</p> <p>Please make sure you are available to be interviewed on this date. There will be no opportunity to be interviewed outside of this date.</p>
Interview format	<p>The interview process will consist of:</p> <ol style="list-style-type: none"> 1. a short presentation (we will confirm the presentation topic to shortlisted candidates when we invite you to interview). Please note that you should not rely on electronic facilities (for example, PowerPoint) in preparing your presentation. 2. a short task-based activity related to the work of TRC, appropriate to the post to which you have applied (no preparation is required for this). 3. a panel interview. <p>We anticipate that the process will take around 2 – 2.5 hours. We work within an equal opportunities recruitment process, and a scoring system relating to the person specification will apply.</p>
Outcome	<p>We will notify successful candidates as soon as possible after the interviews, and will also inform the other interviewed candidates as soon as possible.</p>

Completing the application form

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

EDUCATION/QUALIFICATIONS

Any professional or academic qualifications that you hold that may enhance these posts will be greatly valued. However, success in these posts is determined by the drive, interest and commitment of the candidate to enhance the services offered by Trafford Rape Crisis. We are happy to receive applications from women who can demonstrate that they meet the criteria without reference to formal qualifications.

REFERENCES

Please supply full contact details for the referees. If you are in paid employment, your current employer should be named as someone we can approach for a reference. At least one of your referees should be someone who is able to provide a reference **before** interview. Please make sure that the person you select for this reference is able to do so within the timeframe for the recruitment process.

MEETING THE PERSON SPECIFICATION

In order to get short-listed, you must demonstrate with *examples* how you meet each criterion outlined on the person specification. Please provide specific examples of relevant skills, knowledge and experience you have (from paid and voluntary work) against each of the numbered criteria (1.1.-3.8). **Address each point on the person specification in a clearly headed or numbered paragraph.**

DBS CHECKS AND CRIMINAL DISCLOSURE

As TRC works with vulnerable groups, 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.

About Trafford Rape Crisis

Trafford Rape Crisis is a women-only collective which provides a service run by women for women who have experienced rape, sexual abuse or any other form of unwanted sex, no matter when or where. The collective was formed in January 2010 and now has around 20 committed volunteers. We opened our telephone helpline service in September 2010 and have since expanded our helpline to three sessions a week. We also offer an email support service. We launched our Black Asian Minoritised Ethnic support services (helpline and email support) in 2012 and we also provide a range of drop-in and outreach services, further details of which are available on our website. We have a base at premises in Trafford.

Following receipt of funding from the Ministry of Justice in 2011, we currently employ a Centre Manager and a Volunteer Coordinator. We now seek to expand our paid worker team to join our collective to further the aims of, and services provided by, TRC. We operate under the governance of a Steering Group, consisting of volunteers and paid workers, and have received charitable status.

OUR AIMS

Trafford Rape Crisis (TRC) is a feminist organisation run by women for women, which aims to:

- Support women survivors of rape or sexual abuse so they may maintain control over their lives.
- Raise awareness about rape and sexual abuse committed against women and girls, regardless of their background or circumstances.
- Provide information, guidance, training and expertise within the community.
- Enhance the involvement of all women in the development of TRC policies and services.
- Contribute to policy initiatives and strategies aimed at improving the service provision for women survivors.
- Actively challenge the values, beliefs and behaviours that contribute to women's oppression.
- Work in partnership with local service providers and communities to promote the values of TRC.

OUR VALUES

TRC is a feminist organisation: this underpins both what our service is and how it is run. We listen to women and believe them, help women and support them to make their own choices.

Trafford Rape Crisis is committed to Equal Opportunities and actively pursues anti-discriminatory and anti-oppressive practice.

Rape Crisis (England and Wales)

Trafford Rape Crisis is affiliated to Rape Crisis (England and Wales) and operates under their national service standards. Rape Crisis (England and Wales) was set up and registered as a charity to support the work of Rape Crisis Centres in England and Wales. It provides co-ordination and support to affiliated member groups, campaigns and lobbies to **raise awareness of the issues of sexual violence** in the wider community and with local, regional and national government.

Rape Crisis acknowledges all forms of sexual violence including; **rape, sexual assault, childhood sexual abuse, sexual harassment, rape in marriage, forced marriage, and so-called honour-based violence, female genital mutilation, trafficking and sexual exploitation and ritual abuse** irrespective of whether the violence is from known or unknown perpetrators.

Rape Crisis groups are autonomous, but have come together to work under the umbrella of Rape Crisis (England and Wales).

The first Rape Crisis Centre opened in 1973 and is independent of the government and the criminal justice system. Rape Crisis Centres are frontline services providing crucial **support and independent advocacy** for all women and girls of all ages who have experienced any form of sexual violence.

Thank you again for your interest in working for Trafford Rape Crisis. We look forward to receiving your application.

Trafford Rape Crisis, January 2017.