**Admin & Finance Worker Recruitment pack**





Dear Applicant,

Thank you for your interest in working with Shetland Rape Crisis. Please find enclosed the following documents:

* Information about Shetland Rape Crisis
* Advice on completing your application form
* Job Description and Person Specification
* Application form

**Please do not send a curriculum vitae (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 contact@shetlandrapecrisis.scot before **5pm on Friday 14th May.**

**Please note that interviews will be carried out via Zoom on Tuesday 15th June.**

This post is: **25 hours per week (35 hour full-time week).**

**Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010**

We look forward to receiving your completed application form.

Yours sincerely,



Siun Carden

Chair, Board of Trustees

# About our service

Shetland Rape Crisis has been supporting survivors of rape, sexual abuse and exploitation and raising awareness about the damaging effects of sexual violence in Shetland since 2016. We are a registered charity.

Shetland Rape Crisis has a small team of 7 part time staff members and a range of volunteers.

We provide a range of services to survivors of sexual violence, abuse and exploitation including:

**Emotional Support & Counselling Service**

We provide trauma-informed emotional and practical support and integrative counselling to survivors of sexual violence in Shetland. We currently have one Integrative Counsellor and two Support Workers.

**Advocacy & Support Service**

We are part of the National Advocacy Project for Scotland. Our dedicated Advocacy & Support Worker supports survivors who are thinking about or are engaging with the criminal justice system. This includes support in reporting to the police and court appearances. Other Support Workers in the service also provide advocacy support from time to time, with input from the specialist Advocacy Worker.

**Prevention & Activism**

We have a dedicated Sexual Violence Prevention & Activism Worker who works in all the secondary schools in Shetland delivering the Rape Crisis Scotland National Prevention Programme. She also facilitates BEE (Bold, Equal & Empowered) our young activists’ volunteer group.

**Training and Awareness-Raising**

We provide training on a range of topics including Zero Tolerance: healthy relationships for young people, No More! healthy relationships for learning disabled people, and specialist advice re: gender, GBV, and SV for other professionals. Additionally, we run community awareness raising events including a variety of events for the 16 Days of Action for Violence Against Women and International Women’s Day. All staff are expected to take part in this work.

# ADVICE ON COMPLETING YOUR APPLICATION FORM

As part of Shetland Rape Crisis 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 shortlisting/interview panel will be looking for.
2. Section 5 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.shetlandrapecrisis.scot](http://www.shetlandrapecrisis.scot)
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 shortlisting panel.**
5. A Protection of Vulnerable Groups for Adults & Children is required as part of the job.
6. All applicants must complete all parts of the application form.
7. Application forms must arrive on time forms arriving late will not be considered.
8. References are normally taken up for the shortlisted 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.

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| Job Title | Administration & Finance Worker |

**Responsible to:** Shetland Rape Crisis Service Manager

**Salary:** 29,049 pro rata (25hr p/w), inc. Distant Islands Allowance

**Location:** Lerwick, Shetland. Some homeworking may be required due to pandemic.

**Holiday Entitlement:** 30 Days plus 12 Public Holidays (pro rata)

**Pension:** Employer contribution at 8% to pension fund.

**Core Purpose of the Job**

The post holder will be responsible for the development and maintenance of all the administration and finance systems necessary for the smooth running of Shetland Rape Crisis. This includes but is not limited to:

* The implementation and management of robust GDPR compliant filing systems and administration procedures, both physical and digital, for all aspects of the service.
* The implementation and management of robust financial systems, including leading on the yearly financial audit and the administration of Gift Aid, for all aspects of the service.
* The production of regular financial reports for the Board of Trustees and Funders, and the bringing together of projected budgets for the Service Manager and Funders.
* Delegated authority to lead on Health & Safety and GDPR matters for the organisation.
* Overseeing regular review and updating of Shetland Rape Crisis policies and procedures.
* Lead on the upkeep of the office environment, facilities and equipment.
* Prepare and take minutes for Team and Board meetings, and other key meetings as required.
* Providing administrative support to the wider SRC team as capacity allows and under direction of the Service Manager.
* Covering the main Service Phone Line during Office Hours and managing the contact@shetlandrapecrisis.scot email address.
* Other tasks as required by the post for the effective running of the service.

The Administration & Finance Worker will plan their work and objectives to align with organisational priorities and work closely with the Shetland Rape Crisis Service Manager and Board of Trustees.

**General Duties**

* Covering the SRC phoneline and responding to disclosures and referrals.
* Acting in accordance with SRC’s policies and procedures.
* Working in a manner which positively promotes the aims and objectives of the organisation.
* Positively upholding and promoting SRC’s feminist ethos and commitment to equality, diversity and anti-discriminatory practices.
* Taking reasonable care of personal safety and that of other persons and resources whilst at work.
* Attending and participating in regular training when required.
* Attending and participating in regular internal and external support and supervision, staff and other meetings as necessary.
* Carrying out your own administrative duties, ensuring all records are maintained and treated in confidence according to internal policies and protocols.
* Participating in training to partner agencies and stakeholders.
* Undertaking any duties consistent with the post as may be reasonably requested by the Service Manager.

**Core Competencies**

* Able to coordinate complex information and manage deadlines.
* Identify problems and the method for solution, providing or facilitating effective solutions.
* Able to make informed decisions in an appropriate and timely manner.
* Ability to plan resources and work (your own and others) effectively.
* Anticipate and predict change and identify risks and opportunities.

**Person Specification**

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| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1E2E3E4 | High level of knowledge of ICT systems including Microsoft 365 and SharePoint.Knowledge of QuickbooksKnowledge of legislation relating to health and safetyKnowledge of legislation relating to data protection | D1D2 | Understanding of the impact of sexual violence and trauma Understanding of feminist values and governance |
| Skills andAbilities | E5E6E7E8 | Excellent communication skills both written and oralGood organisational and analytical skillsAble to organise and prioritise workloadExcellent financial and budgeting skills |  |  |
| Experience | E10E11E12E13E14 | Minimum of two years’ experience of charity finance managementExperience of managing contracts Experience of developing and overseeing office systemsExperience of producing financial reportsExperience of responding to distressed callers  | D3 | Experience of supporting survivors of sexual violence |
| Other | E15 | Commitment to equality & diversity and anti-discriminatory practice |  |  |
| Qualifications | E16 | Qualification(s) in relevant area (e.g. in business & administration, accounting, social work, psychology, social sciences, gender studies or other related fields) or working towards this | D4D5 | Degree in relevant area Other qualifications in other relevant areas |

**Application to Shetland Rape Crisis**

**for the post of**

**Administration & Finance Worker**

**To be returned to:** contact@shetlandrapecrisis.scot

**by: 5pm Friday 14th May 2021**

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| **Section 1: Personal details** |
| Surname:  | First name:  |
| Address:  | Tel (home):  |
| Tel (mobile):  |
| Tel (work): May we contact you at work?  |
| Postcode:  | Email address:  |

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| **Section 2: Qualifications and training****(only enter those qualifications and/or training necessary or relevant to the job)** |
| Qualification and/or training | Subject | Date |
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| **Section 3: Present employer** |
| Name & address of employer: | Date commenced employment: |
| Job title:  | Notice required: | Current salary: |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for:  |
| **Section 4: Previous employment (list in order, with most recent employer first)** |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). |
| Dates | Name and address of employer | Job title and nature of work | Reason for leaving |
| FromDD/MM/YY | ToDD/MM/YY |
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| **Section 5: Relevant skills, experience and abilities****With reference to the job description and person specification, please outline how your work experience (including unpaid work) training, skills and abilities would enable you to carry out the duties of this post. Please include any information which you feel is relevant, paying specific attention to the Essential and Desirable points in the person specification as shortlisting will be based on your answering each point. Shortlisting will be based on the information given in this application so please be explicit and give examples from your own practice where helpful.**  |  |
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| **Section 6: References** |  |
| Shetland Rape Crisis requires a minimum of 2 employment references to cover a three-year period – if necessary, please provide further referees covering the last 3 years. |  |
| **Reference 1: Current / most recent employer** |  |
| Name:  | Position:  | Tel no:  |  |
| Company name: | Email: Address: |  |
| May we, with discretion, contact your employer to discuss this reference: |  |
| **Reference 2: Previous employer / supervisor** |  |
| Name:  | Position: | Tel no: |  |
| Company name: | Email:Address: |  |
| May we, with discretion, contact your previous employer to discuss this reference: |  |
| **Reference 3: Previous employer / supervisor** |  |
| Name:  | Position:  | Tel no:  |  |
| Company name: | Email:Address: |  |
| May we, with discretion, contact your previous employer to discuss this reference: |  |

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| **Section 7: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. Offers of employment will be subject to satisfactory references, a PVG check and compliance with UK working restrictions. I realise that false information or omissions may lead to dismissal without notice.Signature: Date:  |