



Canolfan Gefnogaeth Trais a Charm-drin Rhywiol Gogledd Cymru
Rape & Sexual Abuse Support Centre North Wales

TRAINER, GROUPS FACILITATOR AND CLINICAL ADMINISTRATOR RASASCNW

EMPLOYER:	RASASC NW
SALARY:	£25,000 - £27,000 pro rata 35 hour week
LOCATION:	North Wales
CONTRACT TYPE:	Fixed-term part time for 12 months, with possibility of extension subject to funding
CLOSING DATE:	Friday 24 th August 2020
INTERVIEW DATES:	w/c 31st August 2020
STARTING DATE:	October 5th 2020
HOURS OF DUTY:	28 hours per week – can be negotiated

Post holder reports to Operations Manager, and is accountable to the Chief Executive and the Board of Trustees

The Rape and Sexual Abuse Support Centre North Wales delivers a trauma-informed and specialist service to anyone of any gender who has been subjected to sexual violence at any time of their life, through a range of delivery mechanisms including: individual counselling, and psycho-educational group work

RASASCNW Mission Statement

The Rape and Sexual Abuse Support Centre North Wales provides independent specialist support to enable adults and children to work through their experience of rape and/or sexual violence. Trained volunteers form part of the service provision, with trained and qualified counsellors being paid as sessional workers to provide counselling.

11 Ash Court, Fford y Llyn, Parc Menai, Bangor LL57 4DF
Llinell gymorth **Helpline** 0808 80 10 800 www.rasacymru.org.uk
Swyddfa **Office** 01248 670628 Ebostr **Email** info@rasacymru.org.uk Ffacs **Fax**
01248 719544



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This role is subject to an enhanced DBS check

JOB PURPOSE:

To provide a psycho-educational group work programme through which survivors can both reflect upon and learn to effectively manage some of the difficult issues they may bring.

To continue to develop the survivor forums.

To develop and extend the training schedule for counsellors and support workers and group facilitators.

To continue to develop the RASASCNW in house training programme, and acquire accreditation for the training from a recognised accrediting body.

The post will also require the group work and the training schedule to be developed and structured towards different and varying groups of clients, ie. Adult survivors of CSA, Adult survivors of adult sexual violence, Male clients, Parents of CYP clients, and further.

To carry out initial assessments of new clients

To allocate new clients to appropriate counsellors

To undertake all clinic lead administration

KEY RESPONSIBILITIES:

TRAINING

- To Develop further, organise and co-ordinate and in some cases present training on behalf of RASASCNW.
- To get RASASCNW in house training accredited through a recognised accrediting body
- To take part in recruiting, interviewing , training and appraising sessional counsellors, along with placement students.
- Carry out all the admin associated with training
- Answering calls in the office and dealing with referrals and external agencies and partners.
- Answering calls and liaising with clients.

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GROUP WORK

- Help to establish a safe, containing environment in which group members can discuss distressing experiences and feel included, heard and supported.
- Assist the group to generate group rules to help create a safe space.
- To guide the group to reflect and explore their difficulties using a structured group psycho- educational work plan.
- Ensure that each group member has a chance to participate and to be heard, ensuring that attention is reasonably fairly shared between members.
- Support members of the group to learn appropriate ways to respond to each other by role-modelling certain ways of responding.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
- Undertake training to continually develop knowledge in the service area.
- Able to appropriately attend to and manage distress of group members. Ensure there are opportunities for members to access further support if required and awareness of risk issues.
- To take responsibility for managing referrals to the Groups and to work collaboratively with these interested participants to establish whether this group will best meet their needs
- Carry out all the admin associated with groupwork
- Answering calls in the office and dealing with referrals and external agencies and partners.
- Answering calls and liaising with clients.

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.

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KNOWLEDGE, SKILLS & EXPERIENCE:

Willing to be pro-actively involved with the NW VAWDASV network, and participation in RASASCNW's inhouse training	(E)
Clinical and theoretical knowledge of how to work psychologically with sexual abuse and rape	(E)
Awareness of the long-term impact of sexual violence on adult survivors and the process of resolving complex issues and feelings in a trauma informed way	(E)
Demonstrable experience of working as a group facilitator with survivors of sexual abuse	(E)
Able to design, facilitate and evaluate expansion of the groupwork specific to sexual abuse	(E).
An accredited member of either BACP, or equivalent body	(E)
Available and willing to work flexible hours, as required by RASASCNW	(E)
Ability to communicate in Welsh and English	(D)
To hold a training qualification	(D)
Understand the role of all relevant statutory and non-statutory services available to survivors of sexual violence and how your role fits into them.	(D)

(D) Desirable (E) Essential



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The post holder shall also have:

- Commitment to RASASCNW's values, principles, policies and ways of working and to complete and return required paperwork, and adhere to RASASCNW's policies and procedures
- Commitment to own personal and professional development and to the development of others.
- Good computer skills
- Strong self-awareness and inter-personal communication skills
- Sensitivity to cultural differences, and the ability to work in a diverse setting
- Demonstrable commitment to and understanding of the positive promotion of Equal Opportunities, valuing diversity and anti-discriminatory practice
- The ability to work within the ethos and to respect RASASCNW's Confidentiality agreement and core principles, and work to the principles of equal opportunities for all
- The ability to produce written reports.
- Respect for and value the diversity of the community in which the services work in and recognise the needs and concerns of a diverse range of clients ensuring the service is accessible to all.
- experience of delivering training within a range of settings
- experience of working with a range of agencies in the statutory and voluntary sector
- knowledge of child protection and the importance of confidentiality in this area of work
- The ability to work on own initiative, in partnership and as part of a team
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service.
- Good organisational and prioritising skills
- An enthusiastic and pro-active approach
- The ability to respond flexibly to change
- A willingness to undertake training and supervision
- Use of a car preferable
- to participate in line management support and supervision
- to attend staff meetings and training as required
- to work flexible hours, including evenings and weekends as required
- to carry out any other duties as are within the scope, spirit and purpose of the post and it's grading as requested by the Project Manager

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EQUAL OPPORTUNITIES:

RASASCNW is an equal opportunities employer and is committed to promoting equality and social inclusion.

If you have indicated that you have a disability, the recruiting manager will be made aware of this to ensure that you are given an interview in an appropriate, accessible location. The information you provide on the recruitment monitoring section will be held in confidence by RASASCNW and stored in line with GDPR legislation. The information will be used for statistical purposes to enable RASASCNW to carry out its equal opportunities monitoring obligations.

If you wish to apply for this post please submit a copy of your CV and the application form to jane@rasawales.org.uk by Friday 24th July 2020. If you are interested in finding out more information about the service please go to www.rasacymru.org.uk

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Rhif elusennol **Charity Number** 1057159