



Dear Applicant

Thank you for your interest in ELRC Volunteer position with **nia**.

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for' via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

**Karen Ingala Smith**  
**Chief Executive**

## INFORMATION FOR APPLICANTS

### OUR APPLICATION AND OUR RECRUITMENT PROCESS

#### Applying for a job

**nia's** recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

#### Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. **To be considered for an interview you have to fulfil each point of the person specification marked "X" in column A (application).**

**NB: Please note the maximum word count is 2000 words.**

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ..... I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

#### Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.

Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to **nia** on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

### **Shortlisting**

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and **applicants who meet requirements marked "X" on the A (application) column will be shortlisted for interview.** Only information contained in the application will be considered in making the decision to shortlist.

### **Interviews**

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

### **Feedback**

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please email Rachel Evans, Central Services Manager at [revans@niaendingviolence.org.uk](mailto:revans@niaendingviolence.org.uk) who will be pleased to arrange this for you.

**nia has been delivering services to women and children who have experienced domestic and sexual violence for 40 years.**

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- Increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of women who face multiple disadvantage and barriers to accessing services, they currently include:

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** run in partnership with DABD and BDCVS in Dagenham for women and girls.

**nia** is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

### Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

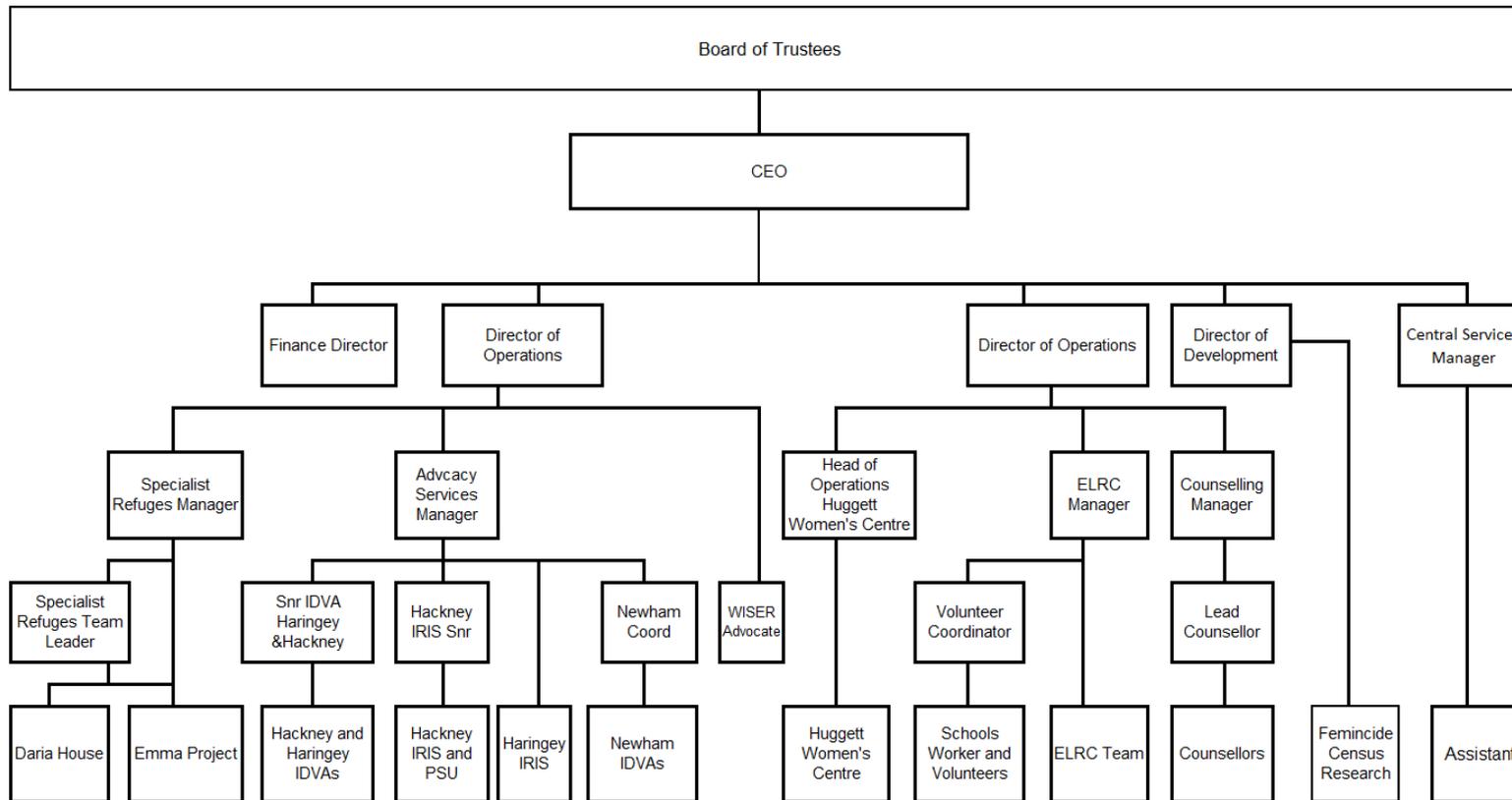
### How to contact us

[www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk)  
[info@niaendingviolence.org.uk](mailto:info@niaendingviolence.org.uk)

Address: P.O. Box 58203, London, N1 3XP  
Telephone 0207 683 1270

Registered Charity Number 1037072  
Registered Company Number 02673624

## nia Structure 2019



## Advert

**nia** has been delivering services to women, girls and children who have experienced domestic and sexual violence since 1975. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

**East London Rape Crisis** provides a range of support services to women and girls affected by sexual violence; including an Information & Support line, counselling, advocacy and group workshops.

We are looking for enthusiastic volunteers to become part of our team.

Our volunteers support women through our Information & Support telephone line, providing emotional and practical support to survivors of sexual violence, their friends, family and other professionals.

You will get:

- The opportunity to provide invaluable support to survivors of sexual violence from within a feminist framework
- The opportunity to volunteer within a leading, London-based violence against women organisation
- Full supervision & support
- Internal training on violence against women, safeguarding, helpline skills, organisational systems & policies
- A professional reference against the advertised Volunteer Profile that can be used for future employment.

Ideally, volunteers will:

- Have an interest in, and understanding of, issues relating to male violence against women and girls
- Be available for one of the below interview dates and **all** of the below training dates
- Be able to commit to volunteering for 3 hours per week for a minimum of 12 months
- Be able to commit to attending monthly team supervision. This currently takes place on the first Monday of each month from 18:00- 19:30pm (includes training and development opportunities).

## HOW TO APPLY:

If you are interested in applying to volunteer with us, please download a volunteer application form.

If you would like to speak to someone about volunteering, please contact Taryn Lister (Volunteer Co-ordinator) on 0207 683 1270.

The post is subject to an enhanced DBS check and open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

**nia** welcomes applications from women who reflect the diversity of its client group and community, we particularly welcome applications from BME women and women who speak and write languages in addition to English.

Travel expenses incurred during volunteering (to a specified amount) will be reimbursed with receipts.

**CLOSING DATE FOR APPLICATIONS: 10am, 27<sup>th</sup> August 2019**

**INTERVIEW DATE: 5 & 6 SEPTEMBER 2019**

### TRAINING DATES ARE:

<b>Friday 4<sup>th</sup> October</b>	10:00 – 16:00
<b>Saturday 5<sup>th</sup> October</b>	10:00 – 16:00
<b>Monday 7<sup>th</sup> October</b>	18:00 – 21:00
<b>Saturday 12<sup>th</sup> October</b>	10:00 – 16:00
<b>Friday 18<sup>th</sup> October</b>	10:00 – 16:00
<b>Saturday 19<sup>th</sup> October</b>	10:00 – 16:00
<b>Friday 25<sup>th</sup> October</b>	10:00 – 16:00
<b>Saturday 26<sup>th</sup> October</b>	10:00 – 16:00

## **East London Rape Crisis Volunteer Profile**

### **A. AIMS OF THE VOLUNTEER POSITION:**

- To provide support for the East London Rape Crisis Information and Support Line.
- To provide the first point of contact for service users of the East London Rape Crisis (ELRC) service

### **B. Expectations:**

The expectations of the Volunteers will be:

#### **Information and Support Line**

- To be a member of the ELRC Information and Support Line team
- To respond to telephone calls and emails from people who access the Information and Support Line (including survivors of sexual violence, family and friends of survivors and professionals)
- To offer a sensitive response, including emotional and practical support and advice, to survivors of sexual violence and other people who access the Information and Support Line
- To provide information to enable survivors of sexual violence to access their rights
- To assist survivors of sexual violence to access relevant services
- To complete and maintain paper and electronic records of all enquiries into the Information and Support Line, contributing to the monitoring and evaluation of the ELRC
- To report any Child Protection or safety concerns regarding service users to the shift supervisor.
- To contribute to the development of the services through service promotion and building a resources folder

### **C. GENERAL RESPONSIBILITIES:**

- To act in accordance with **nia's** policies, procedures and ethos including:

- The Equalities and Diversity Strategy
  - **nia's** Child Protection Policy
  - Occupational Health and Safety Policies and Procedures
- To attend and participate in the volunteer training & induction programme, as well as training as and when required
  - To attend monthly group support, supervision and training sessions, and six-monthly one to one review sessions

#### **D. ATTITUDE AND PRESENTATION**

- Commitment to a feminist ethos
- Commitment to anti-discriminatory practice
- Reliable and trustworthy
- Efficient and punctual
- Non-judgemental and non-directive approach to empowering survivors of sexual.