



delivering cutting edge services
to end violence against women and children

Dear Applicant,

Sessional Counsellors (East London Rape Crisis),

This application pack includes

- Information for applicants
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- 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 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



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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 1000 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.



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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 these requirements marked "X" on the A (application) column are 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 who will be pleased to arrange this for you.



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nia has been delivering services to women and children who have experienced domestic and sexual violence for over 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 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



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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
info@niaendingviolence.org.uk

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

Registered Charity Number 1037072
Registered Company Number 02673624



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Advert

East London Rape Crisis Service provides free, confidential specialist help for women and girls who have been raped or experienced any other form of sexual violence. The service is for women of all ages and girls over 13, whatever the assault and whenever it occurred.

The women who work and volunteer at Rape Crisis London offer confidential and independent support. Services include emotional and practical support, one-to-one counselling, group support and advocacy.

nia is a member of Rape Crisis (England and Wales), an umbrella organisation supporting Rape Crisis Centres across the country. Rape Crisis is completely independent of the government and the criminal justice system.

The organisation is now inviting applications for the following post:

- **SELF EMPLOYED COUNSELLOR**
- **£30.00 per hour**

The ELRC Counselling Service provides face to face counselling for women who have experienced recent or non-recent sexual violence. The service is available to women from the London boroughs of Redbridge, Hackney, Tower Hamlets, Waltham Forest, Havering, Barking and Dagenham and Newham.

Project aims:

The counselling service aims to provide women with space, safety and support to enable them to heal at their own pace. The counsellor will provide therapeutic support for up to one year to women who have experienced recent or non-recent sexual violence

Requirements

We are looking for counsellors who will commit to at least one day per week for a year and who are willing to work in any of the East London Boroughs

You will be required to attend fortnightly supervision provided by the counselling service and to carry out administration tasks to support the clinical work

You will be a member of BACP or UKCP and fully qualified to Advanced Diploma level. You will be accredited (or close to achieving accreditation or registration) with substantial post-qualifying experience of working with survivors of gender based violence.

You will have a 'can-do' approach and demonstrable commitment to nia's feminist approach to supporting women and their children



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Self Employed Counsellors will be expected to have their own Professional Indemnity Insurance and ideally a current enhanced DBS check.

This post will be subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.

How to apply:

Please visit our website www.niaendingviolence.org.uk and download an application form, addressing the requirements of the Self Employed Counsellor job specification and detailing whether enhanced DBS is held and details of Personal Indemnity insurance to revans@niaendingviolence.org.uk , or by post marked Private and Confidential to: **the nia project**
PO Box 58207 London N1 3XP

the nia project is an equal opportunities employer and welcomes applications from all sectors of the community.

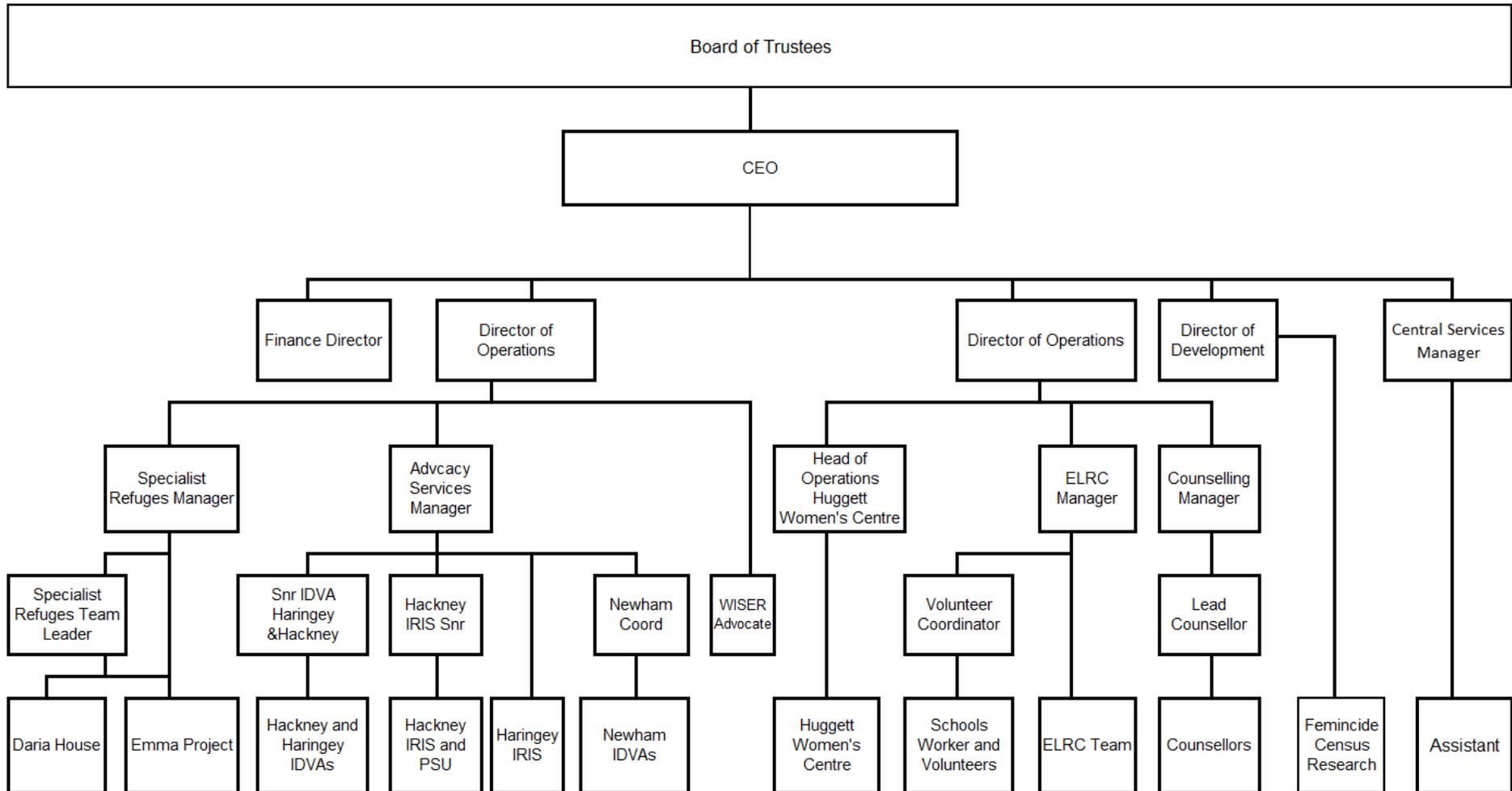
Closing date: 10am, 7 January 2019
Interview date: tbc



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nia structure November 2018





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Job Profile

Position Title: Sessional Counsellor – East London Rape Crisis
Salary: £30 ph
Hours: Tbc
Line Manager: Counselling Manager
Duration: Currently funded until March 2019 with a possibility of extension

A. AIMS OF THE POSITION:

- To provide one to one counselling and group work for female survivors of sexual violence
- To be actively involved in the development and smooth running of the counselling service in conjunction with the Counselling Manager
- To provide one to one counselling to female survivors of sexual violence in line with professional and ethical guidelines
- To assess risk and carry out assessments of women
- To provide an inclusive service that recognises the importance of equality, diversity and respect
- To maintain accurate and up to date records in line with the needs of the service
- To ensure there are safe and welcoming spaces for the counselling service
- To work with the Counselling Manager to develop the both the individual and group based therapeutic services
- To work within relevant ethical frameworks including BACP and UKCP
- To be able to undertake regular work during evenings, weekends and school holidays as dictated and required by the post
- Maintaining performance recording, monitoring and reporting systems including the use of
- CORE
- To act in accordance with nia's policies, procedures and ethos.
- To attend and participate in regular training when required
- To attend and participate in regular supervision, staff and other meetings
- To maintain up to date knowledge on issues relevant to service users and the violence against women field
- To develop, foster and maintain excellent relationships with all relevant external stakeholders and organisations

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.



PERSON SPECIFICATION

1. Substantial experience of working within the violence against women and/or Children/Young People’s sectors or similar field.	
2. Knowledge of the issues facing women, children and young people affected by violence against women along with the ability to identify women’s individual and collective needs.	
3. Non-judgemental, non-directive and anti-discriminatory approach to empowering women.	
4. Experience as a counsellor working with trauma including working with women who have experienced sexual violence	
5. Experience of providing initial and comprehensive assessments for survivors of violence	
6. Experience in using CORE or similar outcomes measurement tool	
7. BACP or UKCP accreditation is desirable. We will consider individuals who are registered and have a minimum of 220 hours of counselling.	
8. Willingness to travel and work from a number of East London boroughs.	
9. A broad base of administration skills including ability to maintain records and use IT and paper-based systems proficiently.	
10. Evidence of continuing professional development and relevant professional qualifications/training.	
11. Able to work at least one evening a week and/or Saturdays	
12. Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands.	
13. High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others.	
14. A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives.	