

Dear Applicant

Thank you for your interest in this **(Lead Counsellor (East London Rape Crisis))**

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) by the closing date. Any late applications will not be accepted.

Yours faithfully,

Rachel Evans  
**Head of Central Services**

## 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 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 2500 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 relate 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, Head of Central Services 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:

- **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 two different IDVA services in Haringey and Hackney 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
- **East London Exiting and Advocacy Project, (ELEA)** - offering outreach and one-to-one support to women involved in prostitution. **The ELEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.
- **The Anita Project** -devised to bring about long-term sustainable change for women facing multiple disadvantage and who are involved in prostitution in London. This service includes advocacy, group work and nighttime outreach.

**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

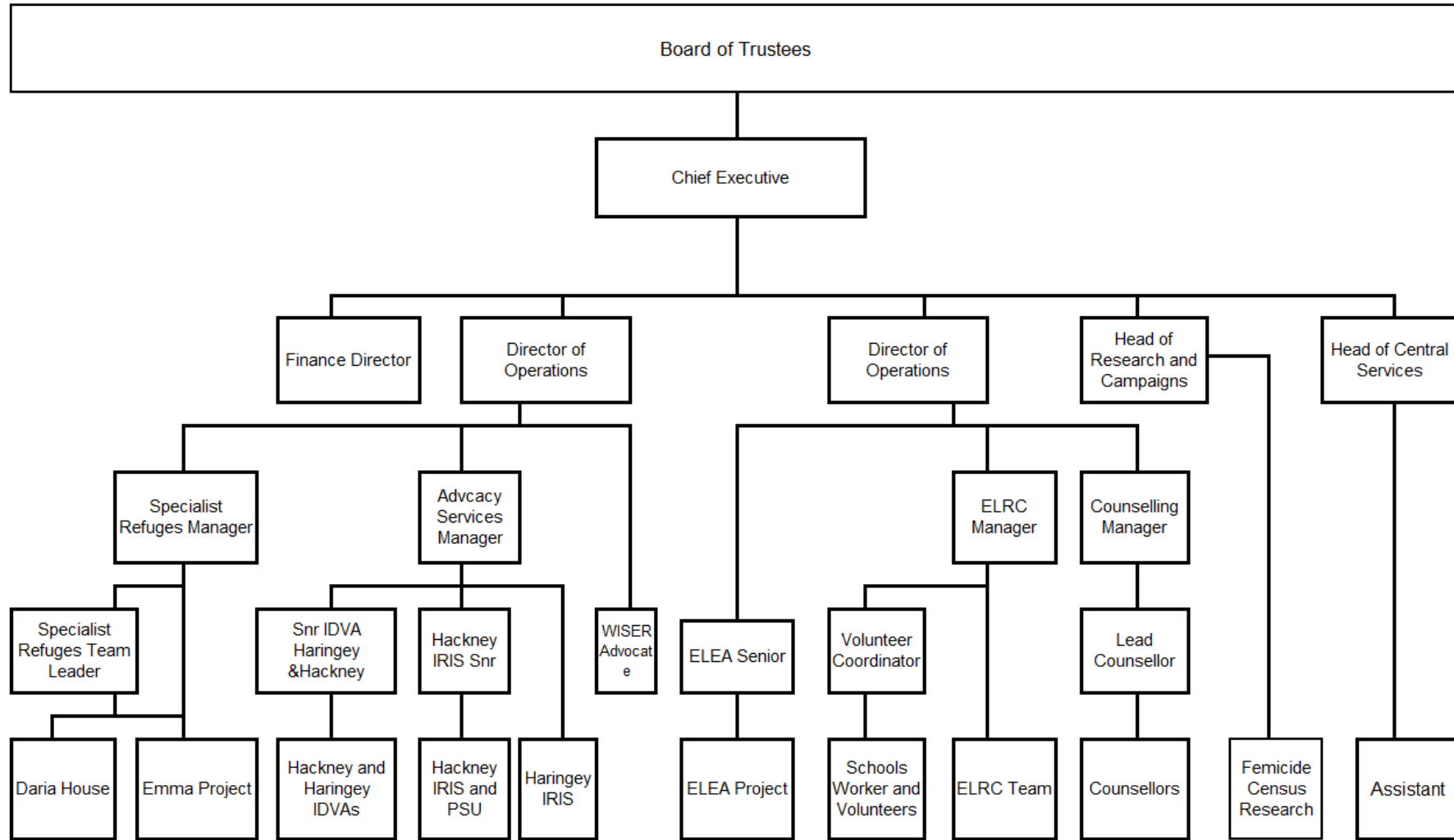
We can provide training and groupwork to agencies, professionals, women's groups and young women.

- 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



## 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.

**nia** is an approved 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

We are seeking to recruit to the following post:

**Job Title:** Lead Counsellor (East London Rape Crisis)  
**Ref:** nia 017  
**Hours:** Part time: 28 hours per week  
**Term:** Currently funded until March 2022 (extension likely)  
**Salary:** £25,600-£27,200 (pro rata £32,000- £34,000)

You will be responsible for running and delivering the Crisis High Risk intervention service through one to one support and counselling to female survivors of sexual violence within a feminist framework. You will also work alongside the Counselling Manager to offer clinical support to the counsellors, carry out initial assessments, review risks and manage waiting lists. This post will also involve supporting the East London Rape Crisis Management team to meet outcome and output targets and further develop the counselling service.

We are looking for a highly organised and self-motivated woman who is passionate about ending male violence against women. You will have a 'can-do' approach and demonstrable commitment to **nia's** feminist approach to supporting women and their children to be safer. You must be BACP or UKCP accredited and have experience of working with survivors of sexual violence. A qualification in therapeutic counselling supervision and experience of delivering group work is highly desirable. Experience of working in digital environments and training in transcultural counselling is desirable but not necessary.

To apply visit our website [www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk) and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk)

**Closing Date:** 10am, 28<sup>th</sup> January 2021  
**Interview date:** 5<sup>th</sup> February 2021

**nia's** services are run by women for women and therefore applicants are restricted to women under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975 apply. An enhanced DBS (Disclosure Barring Service) disclosure will be required for this role. Rehabilitation of Offenders Act 1974: This post is subject to rehabilitation of Offenders Act 1974. A criminal record will not necessarily exclude you from this post but under the Act, we must have details for those whom we are offering employment.

## **JOB PROFILE**

**Position Title:** Lead Counsellor  
**Full time:** 28 hours per week  
**Salary:** £25,600-£27,200 (£32,000- 34,000 pro rata)  
**Term:** March 2022, extension likely.  
**Team:** East London Rape Crisis  
**Line Manager:** Counselling Service Manager

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

- To organise and deliver an effective Crisis Intervention service
- To work with the Counselling Manager and the wider ELRC management team to develop the ELRC counselling and therapeutic services
- To provide one to one counselling and group work

### **B. SPECIFIC AREAS OF RESPONSIBILITY:**

#### **1. Work with survivors**

- To provide one to one counselling and group work for female survivors of sexual violence in line with professional and ethical guidelines
- To undertake a thorough assessment upon referral to the service and be part of the allocation and waiting list process
- To provide an inclusive service that recognises the importance of equality, diversity and respect
- To work from a feminist understanding of sexual violence, why it occurs and its impacts.

#### **2. Service Development**

- To develop the High-Risk Crisis Intervention policies and procedures for the service
- To be involved in regular reviews of the service, including reviewing targets and outcomes
- To work with the Counselling Manager to develop both the individual and group based therapeutic services
- To support the Management of the service including taking on line management responsibility when required
- To deputise for the Counselling Manager when required.

#### **3. Clinical Support**

- To provide clinical governance and direction for the service working alongside the Counselling Manager
- To assess risk & allocate cases following on from the initial referral
- To provide individual and group clinical supervision (if qualified)



#### **4. Good Practice**

- To maintain up-to-date knowledge on information, research and good practice relevant to the post
- 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

#### **5. Administration and Information**

- Maintaining performance recording, monitoring and reporting systems including the use of CORE
- Maintaining appropriate records and statistics regarding the service
- Implementing and maintaining monitoring systems to ensure that service is meeting the requirements of its funders, partners and other stakeholders
- To contribute to producing and disseminating information about the project in a range of formats

#### **C. GENERAL DUTIES:**

- Acting in accordance with nia's policies and procedures, including
- Work in a manner which positively promotes the aims and objectives of the organisation.
- Positively upholding and promoting nia's feminist ethos and commitment to equality, diversity and anti-discriminatory practices
- Ensure effective communication with other teams in nia
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- Attend and participate in regular training when required
- Attend and participate in regular supervision, staff and other meetings as necessary and attending management committee meetings when required.
- Carrying out your own administrative duties
- Undertaking any duties consistent with the post as may be reasonably requested by the Senior Managers, the Chief Executive and Board of Trustees

**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 Lead Counsellor

Key to table

<b>A</b>	Application areas will be used to shortlist
<b>T</b>	Tested at interview
<b>I</b>	Tested at interview stage

**Please provide your personal statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2500 words).**

		A	T	I
1.	Substantial experience of working within the violence against women and/or Children/Young People’s sectors or similar field	x		x
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	x	x	x
3	Non-judgemental, non-directive and anti-discriminatory approach to empowering women			x
4	Experience as a counsellor working with trauma including working with women who have experienced sexual violence and are in crisis	x	x	x
5	Experience of providing initial and comprehensive assessments, risk assessment, and safety planning for survivors of violence		x	x
6	Experience in using CORE or similar outcomes measurement tool	x		
7	Experience in delivering group work	x		
8	Experience providing counselling and/or supervision in an online environment (desirable)			X
9	Training or experience in Transcultural/Intercultural Counselling (desirable)			X
10	BACP or UKCP accreditation	x		
11	Willingness to travel and work from a number of East London boroughs			x
12	Ability to critically assess own performance and experience of delivering services to meet quality standards and agreed outcomes and outputs			x
13	Excellent communication skills with the ability to communicate effectively - with service users and statutory, voluntary and other stakeholders - verbally and in writing	x	x	x
14	A broad base of administration skills including ability to maintain records and use IT and paper-based systems proficiently	x		
15	Evidence of continuing professional development and relevant professional qualifications/training	x		
16	Able to work at least one evening a week and possible occasional weekends			x
17	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands	x	x	x
18	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others	x		x
19	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives	x		x