



Oxfordshire Sexual Abuse & Rape Crisis Centre

December 2017

Dear Applicant

OSARCC Centre Administrator

Thank you for your interest in the role of Centre Administrator at Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC). This information pack includes

- A summary of who we are, our history, our values and the services we offer
- A role description and person specification
- An application form

Please complete the application form in full. Unfortunately, we are unable to contact candidates who are not shortlisted. Should you not hear from us within two weeks of the closing date please assume that on this occasion your application has been unsuccessful.

Your application form should be returned to recruitment@osarcc.org.uk or by post to OSARCC, C/O Restore, Manzil Way, Oxford, OX4 1YH by 5pm on 25th January 2018.

Further information is available from www.osarcc.org.uk. You're also welcome to contact me for an informal conversation about the role on 01865 725311 or lward@osarcc.org.uk

We look forward to hearing from you.

Yours sincerely

Lisa Ward

Director

About Oxfordshire Sexual Abuse and Rape Crisis Centre

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) is a feminist organisation committed to supporting and empowering women who have experienced sexual violence. We have been supporting women survivors of sexual violence since 1981. For many years, OSARCC was managed by a collective of committed women volunteers and still maintains a non-hierarchical ethos although a Board of Trustees and paid staff oversee the development and day to day running of the charity.

OSARCC has developed in a number of significant ways since 2009 when we became a registered charity and secured funding to recruit paid staff. This has had a marked impact on the stability of the organisation, enabled OSARCC to increase its profile and led to an expansion of services, staff positions, key partnerships and volunteer numbers. Our work has also been recognised with several awards, including a Lifetime Achievement Award, and several awards for volunteer engagement and support.

OSARCC is a member of Rape Crisis England and Wales, an umbrella network organisation that supports the work of Rape Crisis centres. It provides co-ordination and support to affiliated member groups and campaigns and lobbies to raise awareness of the issues of sexual violence in the wider community and with local, regional and national government. Local Rape Crisis Centres are autonomous, but work under the umbrella of Rape Crisis (England and Wales) and commit to working within the Rape Crisis National Service Standards.

Rape Crisis acknowledges all forms of sexual violence including; rape, sexual assault and childhood sexual abuse, sexual harassment, rape in marriage, forced marriage, and so-called honour-based violence, female genital mutilation, trafficking and sexual exploitation and ritual abuse irrespective of whether the violence is from known or unknown perpetrators. Rape Crisis Centres are frontline services providing crucial support for all women and girls of all ages who have experienced any form of sexual violence. Rape Crisis Centres aim to offer specialist support, advocacy, counselling and information to women and girls, free of charge and in confidence, in a safe and non-threatening environment.

Vision, mission and values

Our vision is for women and girls to be free from the fear, experience and stigma of sexual violence and supported when it does occur.

Our mission is to support female survivors of sexual violence, promote and advocate for their needs and work towards the elimination of sexual violence.

We have some ambitious aims over the next few years which we believe will ensure we deliver our mission and that we continue to grow and develop as an organisation:

1. To provide a diverse range of effective services that meet the needs of women and girls in Oxfordshire who are affected by sexual violence
2. To raise awareness of the prevalence and impact of sexual violence and the needs for specialist services to support survivors
3. To challenge and change public attitudes about sexual violence in Oxfordshire and beyond

Our **values** underpin all of our work. We are:

1. Non-Directive

We do not try to influence women to take any particular action, nor do we try to impose our views on their decisions. We help service users to explore their options, in a way that does not pressure them to choose any specific path.

2. Non-Judgemental

We do not judge service users or other OSARCC workers, but we do not permit abuse of others and will challenge discrimination.

3. Empowerment

We aim to empower survivors to make their own decisions and to support them in whatever way they need.

4. Confidentiality

Whatever a service user says is confidential to the organisation within safeguarding policies. Information is shared between OSARCC members and the OSARCC supervisor to ensure quality and consistency of service.

5. Free

We provide a service free of charge in order to be accessible to all survivors.

6. Challenging Discrimination

We are a non-directive and non-judgemental organisation, but we will challenge discrimination in any form.

7. Committed to Good Practice

We have meetings to share feedback and information about how we are helping service users, along with service development. We operate a lone working policy. We have a complaints procedure to ensure that all service users have a safe way to lodge complaints. We have monthly group and quarterly individual supervisions by a professional clinical supervisor. We encourage continual training and development.

8. Women led

OSARCC believes that sexual violence is both a cause and consequence of women's inequality and discrimination. We are therefore committed to challenging such discrimination in our work, to run our services for women by women, to delivering our services in a safe, women-only space and to working within an empowerment approach. Our values are based on feminist principles and we aim to work with others towards the elimination of sexual violence.

9. Belief

We believe what women tell us. Furthermore, we firmly believe that rape is never the fault of the survivor and actively and we actively seek to challenge this myth.

OSARCC, along with other Rape Crisis Centres, are allowed to advertise for women-only staff, volunteers and trustees, and are exempt under Schedule 9, Part 1 of the [Equality Act 2010](#).

OSARCC's services

- We run a confidential, free **telephone helpline**, staffed by volunteers 3 evenings and one daytime session every week. Our helpline is a listening service, underpinned by our core values (see above). We support female survivors of sexual violence, whether their experience has been recent or in the past. We provide callers with space to explore their feelings, and to consider what options might be available to them. We can signpost and provide information about other services on request, as well as providing general information about reporting and criminal justice processes. We also support women and men who are supporting survivors of sexual violence, as well as professionals. We will take a first call from a male survivor and signpost him to more appropriate support services.
- As of January 2010 we have also offered an **email support** service as an extension of our helpline service and we are due to launch a **text support** service in 2016/17.
- A **support group** for women over the age of 18 was launched in February 2011, offering 12 week cycles of semi-structured group and peer support work, facilitated by a qualified counsellor and an OSARCC volunteer. The support group has seen huge success and has led to positive outcomes for the women who have participated in it.
- We previously provided a monthly **drop in group** for women who have participated in our support group service and are exploring how we could begin to offer this service in the future.
- We are now piloting our own **Counselling service** which currently supports 14 women through the use of trained volunteer counsellors.
- As of December 2014 we've provided an **Independent Sexual Violence Advocacy (ISVA)** service, which offers both emotional and practical support to women who need information on health, housing, finance, and the criminal justice system.
- We offer **training and support** for people in other organisations who are working with female survivors.
- We use **outreach** work in schools and universities as part of our efforts to prevent violence against women.
- We **campaign to end violence against women** and to improve support services for survivors of sexual violence.
- We have also recently secured funding from the Big Lottery to develop services for younger women and girls from the age of 14+, and to expand our outreach work in schools and universities.

Governance and structure

OSARCC is a charity run by a board of eight trustees and six paid staff in consultation with volunteers - each of whom can contribute to decisions about the running of the centre through relevant forums. We believe it is important to make decisions with as broad a consensus as possible, and value everyone's contributions.

The board of trustees holds overall responsibility for strategy, staff employment and supervision, ensuring adherence to legislation and other binding roles and regulations and the financial viability and accountability of OSARCC. However most day to day activities are delegated to the Director and other paid staff.

Our staff team includes a full time Director, part time Services Manager, full time ISVA, full time Volunteer & Outreach Co-ordinator, a part time Counselling Co-ordinator, and a part time Administration Officer. We also employ clinical supervisors on a freelance basis, and have a part time cleaner.

We have approximately 70 volunteers who are intensively trained to deliver the majority of our front line service provision.

The work of OSARCC is made possible by grants from central government, local authority grants as well as local charitable trusts and individual donations.

OSARCC's structure



