



## Oxfordshire Sexual Abuse & Rape Crisis Centre

### Job Description and Person Specification: Support Group Coordinator

<b>HOURS:</b>	Part time (15 hours per week, with possibility of increase)
<b>SALARY:</b>	£25,000-30,000 per annum, pro rata, depending on experience
<b>LOCATION:</b>	Oxford, Oxfordshire
<b>LINE MANAGER:</b>	Services Manager
<b>RESPONSIBLE FOR:</b>	Support Group Volunteers
<b>CONTRACT TYPE:</b>	Permanent
<b>CLOSING DATE:</b>	17th April
<b>INTERVIEW DATE:</b>	Week commencing 1 <sup>st</sup> May (likely the 5th May)

#### **Role summary:**

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) is seeking to appoint a Support Group Coordinator to ensure the ongoing provision of the support group service, and develop the extension and remodelling of this service to reach more women across Oxfordshire.

The post will be based in Oxford with travel throughout Oxfordshire. Our groups will likely during Thursdays evening from 6pm to 8.30pm and other evening work may be required. OSARCC operates a flexible working policy and actively seeks to support women with caring commitments to work for the organisation.

This role is subject to receiving Enhanced Disclosure and Barring Service checks and to a six month probationary period.

The post holder will be eligible for 25 days annual leave plus bank holidays per annum (pro rata) and a 5% pension contribution. We also offer a childcare voucher scheme.

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#### **OSARCC purpose:**

We are a collective of women committed to supporting survivors of sexual abuse, rape, domestic abuse, and harassment. We offer a free and confidential service to women and girls who are dealing with the effects of sexual violence.

**Support group purpose:**

To provide a safe and containing space where survivors of sexual abuse and rape can work towards recovery. This will take place in a closed group environment where survivors can draw strength and support from both a professional and other survivors coming to terms with similar issues.

**Role purpose:**

To provide a semi-structured group format through which survivors can both reflect upon and learn to effectively manage some of the difficult issues they may bring. Rather than taking an expert position, the support group facilitator will work as a collaborative resource for the group. It is integral to the successful cohesion of the group that the facilitator is able to learn from group members, be respectful of their understanding of their own experience and sense of their own group needs. Further, the recognition that each group member is an individual and how they are able to come to terms with the sexual violence they have been exposed to and the experience of adjusting to a group environment will differ. The post holder will also be responsible for assessing our current provision, and to make recommendations to the Director to improve and increase this provision.

**Duties and responsibilities:**

- Help to establish a safe, containing environment in which group members can discuss 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 format.
- 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.
- 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 Peer Support Group (generated through OSARCC publicity) and to work collaboratively with these interested participants to establish whether this group will best meet their needs.
- To explore and assess the current provision of support groups, and explore ways of remodelling and increasing this provision.
- To support volunteers in the co-delivery of the service

**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**

### **KNOWLEDGE**

#### ***Essential:***

- A recognised diploma or degree or equivalent in counselling/psychotherapy
- Membership of, and eligible for accreditation and/or registration by BACP/UKCP or equivalent
- An excellent understanding of the impacts of sexual violence on individual survivors and the wider community and the support needs of women who have experienced sexual violence
- Able to design, facilitate and evaluate a semi-structured group format specific to sexual abuse
- Open and receptive to learning from group members, respecting their understanding of their own experience and their sense of their own needs
- Strong IT skills, including the use of Microsoft software
- Knowledge of child and vulnerable adult protection procedures and legislation

#### ***Desirable:***

- An understanding of working in the voluntary sector / violence against women sector or similar field

### **EXPERIENCE**

#### ***Essential:***

- Demonstrable experience of working as a group facilitator with survivors of sexual abuse
- Extensive post-qualification clinical experience including working with trauma and sexual abuse/violence
- Experience of working with different modalities
- Experience of managing service development, working with a number of diverse stakeholders
- Experience of working independently, managing own workload and demonstrating self motivation
- Experience of undertaking assessments and managing referrals
- Membership of, and eligible for accreditation and/or registration by BACP/UKCP or equivalent

#### ***Desirable:***

- A minimum of 500 proven hours of clinical practice
- Previous experience of volunteering or work within Rape Crisis or other sexual violence/violence against women and girls' services
- Experience of managing volunteers and staff members
- Experience supporting young people who are survivors of sexual abuse

### **SKILLS**

#### ***Essential:***

- Excellent interpersonal skills, team working and team management skills

- Excellent listening skills and the ability to communicate effectively to a variety of audiences both verbally and in writing
- Ability to assess service user needs and risk
- Case recording and monitoring skills and ability to interpret data to produce reports
- Motivation and drive to take this new project forward
- Good IT and organisational skills

## **GENERAL**

### ***Essential:***

- Available for the hours specified and willing to operate flexibly on evenings and weekends as required
- A firm commitment to improving the lives of women who have experienced sexual violence and to working within a feminist organisation
- Ability to maintain clear boundaries and confidential working practices
- Ability to work within the ethos of the Rape Crisis Movement and OSARCC's core values, and commitment to equal opportunities and anti-discriminatory practice
- Commitment to OSARCC's values, principles, policies and ways of working
- Commitment to own personal and professional development and to the development of others
- Excellent written and spoken English
- Strong self-awareness and inter-personal communication skills
- Willing to be pro-actively involved with the OSARCC network, including participation in OSARCC's volunteer line worker training
- 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

### ***Desirable:***

- Experience of evaluating and remodelling service provision
- Experience of engaging service users in feedback and evaluation
- Experience of working or volunteering in either a Rape Crisis organisation, or similar field
- An accredited member of either BACP, COSCA, FDAP or UKAHPP

## **EQUAL OPPORTUNITIES**

This post is restricted to female applicants only and is exempt under Schedule 9, part 1 of the Equality Act 2010.

OSARCC is an equal opportunities employer and is committed to promoting equality and social inclusion, this includes providing flexible working arrangements where possible.

The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the Selection Committee. This information will not be made available to the Selection Committee. 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 OSARCC and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable OSARCC to carry out its equal opportunities monitoring obligations.