

Accompaniment Manager

Role Description

Location: Dublin

Organisation: Dublin Rape Crisis Centre (DRCC)

Reports to: Head of Services

Contract Type: Permanent – Full Time

Make a Meaningful Impact: Join Our Team as an Accompaniment Manager

Dublin Rape Crisis Centre (DRCC) is seeking a compassionate, organised, and experienced **Accompaniment Manager** to lead and coordinate essential services for survivors of sexual violence. This role plays a vital part in ensuring that those impacted by sexual violence receive informed, trauma-sensitive support throughout every step of their journey through the legal system.

Working closely with a team of dedicated staff and volunteers, the Accompaniment Manager will oversee four key service areas: **Referrals, SATU (Sexual Assault Treatment Unit), Reporting, and Court Support.**

This is a unique opportunity to be at the forefront of advocacy, care, and systemic support for survivors.

Key Responsibilities

1. Referrals and Legal Information Support

- Respond to service user enquiries regarding reporting sexual violence and court processes and procedures.
- Provide victims and their supporters with accurate, up-to-date information and support about navigating the criminal justice system.
- Offer telephone support through the National 24-Hour Helpline.
- Refer individuals to appropriate local Rape Crisis Centres and non-legal supports.
- Develop and maintain a centralised repository of legal FAQs for use across all RCCs.

2. SATU (Sexual Assault Treatment Unit) Co-ordination

- Manage the SATU on-call and follow-up rosters involving both DRCC staff and volunteers.
- Coordinate quarterly meetings with stakeholders including SATU clinical staff, Forensics Ireland, and An Garda Síochána.
- Represent DRCC at SATU conferences and deliver presentations to new SATU staff.
- Maintain clothing and supply inventories for SATU service delivery.
- Deliver induction talks for new volunteers entering SATU settings.
- Provide monthly supervision (face-to-face and virtual) and support for volunteers.
- Organise biannual volunteer training programmes in collaboration with DRCC education and accompaniment teams.

3. Reporting & Accompaniment Services

- Oversee the day-to-day operations of accompaniment services for survivors engaging with external agencies.
- Coordinate responses for accompaniment to Garda stations, courtrooms, and other settings.
- Ensure high-quality support is delivered by trained staff and volunteers.

4. Court Support Services

- Lead a team of trained DRCC staff when providing support and accompaniment to victim and survivors going through the court system.
- Manage accompaniment to various court settings including:
 - Central Criminal Court
 - Family Court
 - Civil Courts
 - Workplace Relations Commission (WRC)
 - International Protection Office (IPO)

Person Specification

Essential:

- Proven coordination or management experience in a trauma-informed or advocacy-based service.
- Strong understanding of legal information related to sexual violence.
- Proven experience in managing departmental budgets and adhering to organisational procurement processes.
- Demonstrated understanding and experience of working with organisational KPIs.

- Experience in preparing funding applications and reporting to both statutory and donor funders.
- Demonstrated leadership in supervising staff and/or volunteers.
- Excellent interpersonal, communication, and organisational skills.
- Ability to manage multiple rosters and engage effectively.
- Experience in recruiting, supporting, supervising, and training staff within the Accompaniment Department.
- Experience in monitoring and collecting data for monthly payroll processing.

Desirable:

- Knowledge of the Irish legal system, especially relating to sexual offences.
 - Working experience of the Irish Courts system.
 - Experience delivering training or support in a voluntary sector setting.
 - Relevant qualification in social care, psychology, advocacy, or related fields.
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Why Join DRCC?

- Be part of a nationally respected organisation supporting survivors of sexual violence.
 - Work in a supportive, purpose-driven environment.
 - Competitive salary and benefits.
 - Ongoing training and professional development opportunities.
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To Apply

Please submit your CV and a cover letter outlining your suitability for the role to Recruitment@rcc.ie by COB 25th July 2025

Additional Information:

- DRCC is an equal opportunities employer and welcomes applications from people of diverse backgrounds and abilities.
- Garda Vetting is a requirement.
- All prospective employees must declare prior convictions and any investigations or inquiries into abuse or inappropriate behaviour.
- DRCC is currently located in an old Georgian building on Leeson Street with access steps from the street. We are committed to providing reasonable accommodations for applicants and employees with disabilities. If you have a reasonable accommodation request, please contact Naomi Patton, HR Manager.

July 2025