

12 January 2021

Dear Applicant

Women's Support Worker (Polish Speaking)

Please find enclosed an Application Pack for the Operational Manager post. The pack consists of:

- Application Form
- Job Description
- Self Declaration Form
- Recruiting with convictions policy and self-disclosure
- Equal Opportunities Monitoring Form
- EWA's Equality and Diversity Policy
- EWA's Impact Report
- EWA's Privacy Policy (Employees)

Please note; Women only need apply (under Schedule 9 (Part 1) of the Equality Act 2010).

Applications should be returned by email to info@edinwomensaid.co.uk or posted to: Administrator, Edinburgh Women's Aid, 4 Cheyne Street, Edinburgh, EH4 1JB. If you are applying for any other positions with Edinburgh Women's Aid please complete an application form for each post and state in your email/letter the posts you wish to be considered for.

To be received by **9am Tuesday 2 February 2021**. No late applications will be accepted. The subject line or envelope should clearly state which post you are applying for.

Please return the Equal Opportunities Monitoring Form in a separate email marked private and confidential. It will be saved anonymously and kept separately from your application form and will not be seen by any member of the selection panel.

You are welcome to return the Self Declaration Form to us by email. However there is also the option to return it to us in a sealed envelope which would only be opened if you are offered and accept the role. Please read the 'Recruiting with convictions policy' for further information on this.

This post is subject to **Adult and Children PVG Scheme checks**. You will also be required to provide proof of your qualifications and right to work in the UK if you are offered a position.

Interviews will take place the week commencing 15 February 2021.

Due to funding restraints we will only contact short listed applicants, therefore if you have not heard from us by Monday 15 February please assume you have not been successful on this occasion.

The shortlisting and selection process is an anonymous review, carried out by the interview panel, of the information contained in each candidate's application form. The content of each application form are scored against the post's Essential Requirements and Desirable Requirements which are stated in the Job Description. Any discrepancies observed in the application form will also be noted for further exploration at interview. Additionally, requirements stated in the Job Description, such as specific qualifications, required registrations and length of experience will be scored.

Thank you for your interest in Edinburgh Women's Aid. We look forward to receiving your completed application.

Yours faithfully
Urska Ozimek, Administrator, 0131 315 8111