

Ross-shire Women's Aid

A charity giving information, support and refuge to women and children who have experienced domestic abuse in Ross-shire, Skye and Lochalsh



The Square George Street Dingwall IV15 9SA
T 01349 862689

April 2021

Dear Applicant

Re: Admin & Facilities Officer Vacancy

Please find enclosed an Application Pack for this vacancy. The pack consists of:

- Application Form
- Job Description
- Equal Opportunities Monitoring Form
- RWA's Annual Report

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

Applications should be returned by email to info@rosswa.co.uk or posted to: Ross-Shire Women's Aid, The Square, George Street, Dingwall, Ross-Shire, IV15 9SA.

Completed application forms are to be received by 10am Tuesday 27 April 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 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.

This post is subject to Adult and Child 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 on Monday 3 May 2021. Only short-listed applicants will be contacted, therefore if you have not heard from us by Wednesday 28th April 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 is 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 showing your interest in Ross-Shire Women's Aid. We wish you every success in your application.

Best wishes,

A handwritten signature in cursive script, appearing to read 'Adele Newlands'.

Adele Newlands
General Manager