

May 2021

Dear Applicant

Thank you for your interest in the post of Support Service Team Leader. Throughout this pack we will refer to Argyll & Bute Women's Aid as ABWA

<b>Closing date</b>	1pm on Sunday 30 <sup>th</sup> May
<b>Video call interviews</b>	Week commencing 14 <sup>th</sup> Jun 2021 (Lasting up to 1hr 30 min)

This pack contains the following items to enable you to fully consider and make application for the above post.

Please ensure that you read the guidance notes fully before completing your application.

1. Covering letter and guidance notes (this document)
2. Job Profile
3. Job profile
4. Organisational chart
5. Application form
6. Equal opportunities form
7. Equality & Diversity Policy
8. Privacy notice

All applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

We would also like to take this opportunity of advising you that, if you are not requested to attend for interview by 11<sup>th</sup> June 2021, you should assume that your application has been unsuccessful.

Applicants should be qualified appropriately in order to register as a Supervisor in a Housing Support Service with SSSC. Qualifications can be checked via:

<https://www.sssc.uk.com/knowledgebase/article/KA-02532/en-us>

All applications should be emailed to: [recruitment@abwa.org.uk](mailto:recruitment@abwa.org.uk)

We wish you every success in your application.

**Kind regards**  
**Argyll & Bute Women's Aid**

## Guidance notes for applicants

**General Information:** These guidance notes are provided to assist you in completing the application form. As are the job profile and person specification. Please read the information carefully and ask yourself:

1. **Do I meet the essential person specification?**
2. **Do I think I would be able to fulfil the role described?**
3. **Can I evidence the essential criteria required?**

Your application form will be used (scored) to determine whether, or not, you will be invited for interview, so please consider all the questions carefully before answering.

The content of your application is of primary importance, but the presentation of your application will also be considered, as evidence of your ability to produce a professional looking document.

**Due to current limitations resulting from the homeworking restrictions, we will only be able to accept If applications completed and returned by email in a word doc (or similar) format. CV's will not be considered.**

**Applications should be emailed as a word document at: [recruitment@abwa.org.uk](mailto:recruitment@abwa.org.uk)**

**Signature:** Where you are asked to sign any documents: we will accept your name in type as we will retain your email as proof of the information you have submitted to us.

**Selection Process:** All applicants are asked to complete the same application form. When we receive your completed application the equal opportunities and sections 1-3 is of your application form will be separated before applications are made available to the recruitment panel.

**Interviews:** Candidates may be asked to give a short presentation and or asked questions relating to specific scenarios. During interview the recruitment panel will ask each candidate questions related to the criteria set out in the job description and person specification. You will have the opportunity to ask questions about the post, terms and conditions of employment and the organisation at the interview. **Further information will be sent to short-listed candidates about our interview process.**

**Education, Qualifications and Training:** Any offer of employment is subject to confirmation that you have the qualifications required for the post.

**Eligibility to work in the UK:** Before we can confirm a job offer, we are legally required to obtain evidence that you are eligible to work in this country. Therefore, the successful applicant will be asked to provide documents to satisfy this. Documents will be photocopied and placed in your file. If you are not offered the post after interview, this information will be destroyed immediately.

**Disclosure Scotland:** Due to the nature of our work, if you are the successful candidate, you will be required to complete a PVG/Disclosure Check.

**Additional Information for Applicants with Disabilities:** The Disability Discrimination Act makes it illegal for employers to discriminate against people with disabilities when you are applying for a job. If you are disabled and require assistance during our recruitment process, please do not hesitate to contact us, we will be happy to help.