

1 September 2021

Dear Applicant

EDDACS Administrator

Please find enclosed an Application Pack for the EDDACS Administrator post. The pack consists of:

- Application Form
- Job Description
- Self Declaration Form
- Equal Opportunities Monitoring Form
- EWA's Equality and Diversity Policy
- EWA's Annual 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 clearly in your email/letter the posts you wish to be considered for.

To be received by **9am Monday 20 September 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.

This post is subject to **Disclosure Scotland Standard Police Check**. 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 4 October 2021.

Due to funding restraints we will only contact short listed applicants, therefore if you have not heard from us by 24 September 2021 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 each candidate's application form. The contents 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