

October 2021

Dear Applicant

Volunteer Board Member of Edinburgh Women's Aid ("EWA")

Please find enclosed an Application Pack for the role of Board Member of EWA. The pack consists of:

- Application Form
- Role Description
- Self-declaration Form
- Equal Opportunities Monitoring Form
- Equality and Diversity Policy
- 2019-20 Accounts
- 2020 Impact Report

Please note, this role has been assessed as having a genuine occupational requirement that it be carried out by women and as such, only female applicants will be considered (in accordance with 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 by no later than **9am on Friday 12 November 2021**. The subject line or envelope should clearly state that you are applying for the role of Board Member.

Please return the Equal Opportunities Monitoring Form in a separate envelope marked private and confidential. It will be detached 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 satisfactory references and Protected Adult PVG Scheme checks.

We will carry out an initial review of applications and if we decide to progress with your application, you will be invited to an interview on Wednesday 24 November. This will be an opportunity for applicants to meet some of the existing Board members and find out more about EWA. EWA will in turn seek to find out more about applicants and the skills they could bring to the organisation.

Due to funding restraints we will only contact shortlisted applicants, therefore if you have not heard from us by **Friday 19 November 2021** please assume you have not been successful on this occasion.

Thank you for your interest in EWA. We look forward to receiving your completed application.

Yours faithfully

Urska Ozimek
Administrator, 0131 315 8111