



Wednesday 12 January 2022

Dear Applicant,

Vacancy: Administrator (17.5 hours)

Thank you very much for your interest in working with Moray Rape Crisis. Please find attached:

- Job Description and Person Specification
- Application Form
- Application Guidance Notes
- Equal Opportunities Monitoring Form
- Privacy Notice
- Self- Declaration Form.

Further information about Moray Rape Crisis is available from our website

www.morayrapecrisis.scot

Please note that the deadline for completed applications is **Monday 31 January at 9am**. Due to limited resources, we will only contact you if you have been shortlisted for interview. All shortlisted candidates will be contacted by email by **Tuesday 8 February**.

Please note that we do not accept CVs. The full application form should be completed in line with the Application Guidance Notes, and emailed to contact@morayrapecrisis.scot, marked **MRC Recruitment** in the subject line.

We welcome applications from a diverse range of candidates, in particular women of colour and those underrepresented in the workforce. Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.

We look forward to receiving your application. In the meantime, if you have any queries which are not answered in the application pack, please contact me at caroline@morayrapecrisis.scot

Moray Rape Crisis is a registered Scottish Charitable Incorporated Organisation No: SC050532

Registered office: 28 Institution Road, Elgin, IV30 1QT
01343 550 407

contact@morayrapecrisis.scot
www.morayrapecrisis.scot

With best wishes,

C Burrell

Caroline Burrell
Manager