



edinburgh rape crisis centre
supporting survivors of sexual violence

25 July 2022

Dear Applicant

Vacancy: Administration Worker (21 hours)

Thank you very much for your interest in working with Edinburgh Rape Crisis Centre.

I am enclosing:

- Job description and person specification
- Application form
- Equal opportunities monitoring form
- Applicant Privacy Notice

Further information about our organisation's work is available on our website:
www.ercc.scot.

Please note that the deadline for completed applications is **Monday, 15 August at 9am**.

We expect to hold interviews with shortlisted candidates **the week beginning 22 August**.
Staff panels will be held during the week beginning **29 August**.

The full application form should be completed and emailed to hr@ercc.scot marked
Recruitment: Private and Confidential.

The completed equal opportunities monitoring form should be returned separately to
hr@ercc.scot marked **Equalities Monitoring: Private and Confidential**.

Only women need apply for this role under Schedule 9, Part 1 of the Equality Act 2010.

Please note that we do not accept CVs.

We look forward to receiving your application. In the meantime, if you have any queries,
please do not hesitate to contact 0131 557 6737 or nico.ciubotariu@ercc.scot .

Best wishes

Nico Ciubotariu
Chief Operating Officer

business: 0131 557 6737 // info@ercc.scot
support service: 0131 556 9437 // support@ercc.scot

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