|  |  |
| --- | --- |
|  | **2022** |

**information pack**

**CEDAR Administrator**

* **Contract:**

**Fixed term to 31st march 2025**

* **SALARY:**

**£19,521 per annum, PRO RATA (£10.73 per hour)**

* **hours of work:**

**14 hrs per week (Hours will be mutually agreed to suit the successful applicant)**





|  |
| --- |
| **Contents**   1. **Letter** 2. **Guidance on Completing the Application Form** 3. **Child Protection Statement** 4. **Principles of Practice in Supporting and Protecting Vulnerable Adults** 5. **Equal Opportunities in Recruitment** 6. **Job Description** 7. **Person Specification** |

August 2022

Dear Applicant,

Thank you for your interest in applying for a post at Dundee Women’s Aid. Please find enclosed the following documents:-

* Guidance on completing your application
* DWA Commitment to Service Users
* Equal Opportunities Information
* Job Description and Person Specification

**Please do not send a curriculum vitae as this will not be considered.**

**Women only need apply under Schedule 9 (part 1) of the Equality Act 2010.** The successful candidate will be required to join the PVG Scheme. Dundee Women’s Aid positively welcomes applications from women within all sections of the community.

Should you wish receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your returned application form. For applications submitted by email, you should receive an automated response confirming receipt of your email, please check junk/spam folders. Please note, all applications and relevant recruitment documents will be held confidentially and destroyed 6 months after the closing date, apart from documents relating to the successful applicant.

**The** **closing date for applications is 8am on Wednesday 7th September 2022**

If we have not contacted you by Friday 9th September regretfully your application has been unsuccessful on this occasion.

**Interviews are expected to be held on Wednesday 14th September. Invitations to interview are normally sent by email to the address supplied by you on your application form.**

We look forward to receiving your completed application form.

Yours faithfully

Mary Miller

CEO

1. Guidance On Completing Your Application Form

As part of Dundee Women’s Aid’s commitment to equal opportunities, candidates for each post are treated equally. Application forms are the only basis on which the first selection is made to decide whom to call for interview. Therefore only information, which appears on the form (and continuation pages), can be considered. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us. These advice notes are intended to help you to complete your form effectively.

1. Before starting your application, please ensure you have downloaded the three documents relevant to the post

* Information Pack (this document)
* Application Form
* Equal Opportunities Form

1. Please read all the information provided especially the job description and person specification. These outline the duties you would be expected to carry out in this post and lists the skills, knowledge and abilities that the short listing/interview panel will be looking for.
2. The application form should be completed in black ink or typescript. Please do not adjust the size of any boxes, fonts or the layout of the application form as this could affect your application.
3. Question 6 (Meeting the Person Specification) asks you to note down your general experience using no more than 2 A4 sides of paper and is the most important part of your application. **This is your chance to explain why you are suitable for the job.** It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples. Relevant experience may be from your current or previous jobs or from out with formal employment.
4. If you need to use an additional sheet of paper, please indicate the name of the post and the relevant section of the application form on the top of the sheet. **Do not send your CV in addition to or in place of a completed application form as it will not be considered by the short-listing panel.**
5. Membership of the Protection of Vulnerable Groups Scheme is required as part of the job. Please remember to complete the Disclosure of Criminal Convictions section of the application form. This form will only be considered by the interviewing panel if you are short-listed.
6. Completing the Equal Opportunities Monitoring Form is voluntary but the information requested here is useful as it allows us to monitor the effectiveness of our policy of equal opportunities in employment.
7. References are normally taken up for the short listed applicants before interview. If you do not wish one or both references to be taken up at that point please indicate on the relevant page. It is our policy not to make an unconditional job offer without taking up references.
8. Before submitting your application, you may find the following checklist helpful:

o Application form included in email/ envelope

o Equal opportunities in *separate* email/envelope (if chosen to provide)

1. All parts of the application form must be completed. Sign, date and return by email to:[**opportunities@dundeewomensaid.co.uk**](mailto:opportunities@dundeewomensaid.co.uk)or bypost to: **Recruitment, Dundee Women’s Aid, 47 Blinshall Street, Dundee, DD1 5DF.**
2. Application forms must arrive **before** 8:00am on the closing date. **Forms arriving late will not be considered**. Please allow for delays in emails or postal services when returning your application form. If you intend to hand deliver your application form please submit it during office hours: Monday-Friday, 9:00am-4:30pm.
3. Child Protection Statement

Dundee Women’s Aid (DWA) is committed to promoting the rights of children and young people. We are committed to upholding their right to be protected from abuse and harm and upholding their right to be involved in decisions that affect their lives. We believe that the welfare of children and young people should always be the most important consideration in decisions that affect them.

***Policy Aims***

Our Child Protection Policy has been produced by DWA to help encourage and maintain an environment where all children are valued and their right to safety is upheld and to ensure that the risk of children being harmed or abused is reduced.

***Safe Recruitment***

DWA will take all reasonable steps to ensure that unsuitable people are prevented from working with children through the use of safe recruitment processes. DWA Recruitment and Selection Policy provides more information on the steps that DWA will take to achieve this.

***Child Protection***

Child protection is about protecting children from intentional or unintentional abuse and harm. Some forms of abuse include neglect, physical, sexual and emotional abuse.

All DWA workers have the following responsibilities:

* Respecting and promoting the rights, wishes and feelings of children
* Recognising and being alert to the signs that children may need protection
* Taking appropriate actions to protect children who are at risk
* Work with families, within DWA and across agencies to support and protect children who are at risk
* Maintaining up-to-date records that detail concerns and risk factors in a child’s file
* Actively managing the sharing of information with other agencies when a child is in need of protection
* Keeping informed of current developments and understanding information about data protection, confidentiality, and other legal issues that impact on child protection
* Attending appropriate training in relation to child protection.

***Confidentiality in Child Protection***

Where DWA workers have concerns in relation to child protection, they will act in accordance with DWA child protection procedures. This may mean that confidentiality between the service user and worker cannot be maintained

We will make every effort to discuss child protection concerns with the service user/s involved, any actions that we plan to take, and will seek the service user’s consent about disclosing information before instigating any child protection procedures. However, there may be instances where this is not feasible or where failure to act immediately could further endanger a child.

1. Principles of Practice in Supporting and Protecting Vulnerable Adults

Dundee Women’s Aid aims to provide the best possible service to the women, children and young people we work with. We believe that service users have the right to live a life free from abuse or harm and are committed to providing services that empower service users. Our Protecting Vulnerable Adults Policy defines Dundee Women’s Aid’s commitment to safeguarding vulnerable adults who use Dundee Women’s Aid’s service.

**Dundee Women’s Aid is committed to:**

* actively working within the principles defined in national care standards: dignity, privacy, choice, safety, realising potential, equality and diversity;
* actively working together within an inter-agency framework;
* actively promoting the empowerment and well-being of vulnerable adults through the services we provide;
* acting in a way which supports the rights of the individual to lead an independent life based on self-determination;
* recognising people who are unable to take their own decision and/or to protect themselves and their assets;
* recognising that the right to self-determination can involve risk and ensuring that such risk is recognised and understood by all concerned, and minimised whenever possible;
* ensuring the safety of vulnerable adults by integrating strategies, policies and services relevant to abuse within the legislative framework (i.e. the NHS and Community Care Act 1990, the Mental Health (Scotland) Act 1984, the Public Disclosure Act 1990, the Regulation of Care Act 2000, the National Assistance Act 1948, the Human Rights Act 1998, the Adults with Incapacity Act 2000, the Mental Health Care and Treatment (Scotland) Act 2003, the Data Protection Act 2018, and the introduction of the Care Standards by the Scottish Commission for the Regulation 52 of Care 2002).
* ensuring that, wherever possible, vulnerable adults are protected from criminal acts;
* ensuring that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help, including advice, protection and support from relevant agencies (e.g. independent advocacy);
* ensuring that the law and statutory requirements are known and used appropriately so that vulnerable adults receive the protection of the law and access to the judicial process.

1. Equal Opportunities In Recruitment

**Dundee Women’s Aid Equal Opportunities Monitoring Form Explained**

**Dundee Women’s** **Aid** strives to provide an inclusive service. We are committed to:

* preventing any form of direct or indirect discrimination in our employment practice, in the governance of our organisation and in the delivery of our services.
* creating an environment in which individual differences and the contributions of all our staff, service users and directors are recognised and valued.
* creating a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
* reflecting and respecting diversity in all aspects of our service provision.

Dundee Women’s Aid aims to be recognised as an equal opportunities organisation, which sets exemplary standards in recruitment and selection. We intend to ensure that equal opportunity recruitment becomes a reality in practice and not simply a paper commitment.

To achieve the above aim, and check the effectiveness of our Equal Opportunities Policy, we monitor a range of areas where people may experience discrimination.

**Why we need your help**

We can only accurately assess the effectiveness of our equal opportunities policies and procedures if you let us have the information we are requesting. You do not have to complete every section, but the more information we have, the more reliable our statistics will be.

The information which you provide will help us to monitor:-

* Whether applications are being received from a broad cross-section of people.
* Whether people appointed represent a cross-section of those who apply and are suitably qualified.
* Whether our recruitment, selection procedures and working practices, are fair.
* Whether our policies meet the diverse needs of our employees and volunteers.

**What will happen to my form?**

The monitoring form will not be used in any part of the selection procedure, and will not be seen by any member in the recruitment group. We ask you to return the completed form in the sealed envelope provided so that it will be separate from your application form.

**What happens to the information?**

The information you provide will help us to monitor and review our recruitment and selection procedure. Details of individuals will **not** be identifiable from any statistical information we produce.

**What if I have any questions?**

Please do not hesitate to contact Dundee Women’s Aid using the contact information provided in your application pack.

Job Description

CEDAR Administrator

Job Title: CEDAR Administrator

Accountable to: Administration Manager

Location: Dundee

Other: Working hours can be mutually agreed to suit

PURPOSE OF THE POST

* To provide administrative back up for community group work in Dundee (the CEDAR Project) for children and young people with experience of domestic abuse, and for their mothers.

KEY RESPONSIBILITIES

* Co-ordinate all administrative systems
* Responsible for arranging travel and childcare for service users
* Book venues for group work sessions and arrange supplies and refreshments etc.
* Take minutes of meetings and write reports as and when required
* Record statistical data and generate statistical reports
* Assist with monitoring and audit arrangements to funder and Steering Group
* Ensure all relevant legislation including equal opportunities, data protection etc are complied with
* Maintain and manage office security and confidentiality of records, including volunteer documents, and other information
* Ensure high standards of communication and that the workforce are aware of any matters relevant to the welfare and security of staff, volunteers and service users by:

1. Maintaining DWA’s communication records;
2. Following safety procedures;
3. Attending and contributing to team meetings;
4. Liaising and sharing information with others to ensure a holistic service is provided at all times whilst maintaining confidentiality.

* Produce progress reports and action plans in respect of your area of responsibility
* Undertake appropriate training (external and internal) under the direction of the Administration Manager
* Work in partnership with Scottish Women’s Aid and the wider Women’s Aid Network, contributing to local and national campaigns that further the aims of Women’s Aid
* Support Co-ordinators in processing and contacting referrals
* Assist Co-ordinators in regularly updating social media platforms
* Assist Co-ordinators in the organisation and advertisement of information
* Any other relevant duties

*This job description cannot cover every issue or task that may arise within the scope of the post. The post-holder will be expected to carry out other duties from time to time which are broadly consistent with the duties as detailed above.*

Person Specification

CEDAR Administrator

|  |  |
| --- | --- |
| **What Dundee Women’s Aid is Looking For** | **Essential/**  **Desirable** |
| **Experience & Qualifications** | |
| Administration experience | Essential |
| Willingness to undertake appropriate and relevant training | Essential |
| ECDL or equivalent ICT qualification | Essential |
| Willingness to undertake appropriate and relevant training | Desirable |
| Standard grade English or equivalent | Desirable |
| **Skills & Knowledge** | |
| Good communication skills both verbal and written | Essential |
| A good knowledge of Information Communication & Technology (ICT) and be familiar with Microsoft Office Suite | Essential |
| Experience of entering data into computerised systems | Essential |
| Proven ability to work on own initiative and manage workload | Essential |
| Competence in maintaining filing and office systems | Essential |
| Excellent organisational skills | Essential |
| Minute taking and report writing | Essential |
| **Personal Qualities** | |
| Understanding of confidentiality | Essential |
| An understanding of domestic abuse | Desirable |
| The ability to relate to women in crisis and to women in general | Essential |
| Empathy and listening skills | Essential |