



Freephone Support Line for Children & Young People: 0808 801 0422

Freephone Support Line for Women: 0808 802 5555

Business Line: 01383 732289

Web: www.fifewomensaid.org.uk

Email: info@fifewomensaid.org.uk

Dear Applicant,

Thank you for your interest in the post of:

Business Administrator (Ref: BA030336)

This document provides information on the Job Description and Person Specification for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us. Our Privacy Statement is available on our website

<http://www.fifewomensaid.org.uk/privacy-notice/notice/>

The closing date for applications is 4.30pm on Thursday 30th March 2023

Interviews will be held on Monday 10th/Tuesday 11th April 2023

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

Kate McCormack

Kate McCormack
CEO