

## Ross-shire Women's Aid

A charity giving information, support and refuge to women and children who have experienced domestic abuse in Ross-shire, Skye and Lochalsh



The Square George Street Dingwall IV15 9SA  
T 01349 862689

February 2024

Dear Applicant

### Re: General Manager

Thank you for your interest in the above post. Please find enclosed an application pack for this vacancy. The pack consists of:

- Application Form
- Job Description
- Equal Opportunities Monitoring Form

**Please note: Women only need apply (under Schedule 9 (Part 1) of the Equality Act 2010).**

Applications should be returned by email to [admin@rosswa.co.uk](mailto:admin@rosswa.co.uk) or posted to:

Ross-Shire Women's Aid,  
The Square,  
George Street,  
Dingwall,  
Ross-Shire,  
IV15 9SA.

If posting your application form, please mark the envelop for the attention of **GMAN – Private & Confidential**. Completed application forms are to be received by 12 noon on Sunday 25<sup>th</sup> February. No late applications will be accepted.

Please return the Equal Opportunities Monitoring Form marked private and confidential. It will be saved anonymously and kept separately from your application form and will not be seen by any member of the selection panel.

This post is subject to Adult and Child PVG Scheme checks. You will also be required to provide proof of your qualifications and right to work in the UK if you are offered a position.

The shortlisting and selection process is an anonymous review, carried out by the interview panel, of the information contained in each candidate's application form. The content of each application form is scored against the post's Essential Requirements and Desirable Requirements which are stated in the Job Description. Any discrepancies observed in the application form will also be noted for further exploration at interview.

Additionally, requirements stated in the Job Description, such as specific qualifications, required registrations and length of experience will be scored.

## Ross-shire Women's Aid

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If you would like to discuss any aspect of this job vacancy, please contact us on 01349 862 689. Thank you for showing your interest in Ross-Shire Women's Aid. We wish you every success in your application.

Best wishes,

Ross-Shire Women's Aid Board