

August 2024

Dear Applicant

**Volunteer Board Member of Edinburgh Women's Aid ("EWA")**

Please find enclosed an Application Pack for the role of Board Member of EWA. The pack consists of:

- Application Form
- Role Description
- Self-declaration Form
- Equal Opportunities Monitoring Link
- Equality and Diversity Policy
- 2022-23 Accounts
- 2022 Impact Report
- Privacy Notice

Please note, this role has been assessed as having a genuine occupational requirement that it be carried out by women and as such, only women applicants will be considered (in accordance with Schedule 9 (Part 1) of the Equality Act 2010).

Applications should be returned by email to [info@edinwomensaid.co.uk](mailto:info@edinwomensaid.co.uk) or posted to: Administrator, Edinburgh Women's Aid, 4 Cheyne Street, Edinburgh, EH4 1JB to be received by no later than **9am Tuesday 17 September 2024**. The subject line or envelope should clearly state that you are applying for the role of Board Member.

Please complete the Equal Opportunities Monitoring (MS Forms - [click here to follow the link to the online form](#)). Your information will be saved anonymously and kept separately from your application form and will not be seen by any member of the selection panel.

You are welcome to return the Self Declaration Form to us by email. However, there is also the option to return it to us in a sealed envelope which would only be opened if you are offered and accept the role.

This post is subject to satisfactory references and Protected Adult PVG Scheme checks.

We will carry out an initial review of applications and if we decide to progress with your application, you will be invited to an interview on **Wednesday 2 October 2024**. This will be an opportunity for applicants to meet some of the existing Board members and find out more about EWA. EWA will in turn seek to find out more about applicants and the skills they could bring to the organisation.

Due to funding restraints we will only contact shortlisted applicants, therefore if you have not heard from us by Thursday 26 September please assume you have not been successful on this occasion.

Thank you for your interest in EWA. We look forward to receiving your completed application.

Yours faithfully  
Urška Ozimek  
Administrator, 0131 315 8111