November 2026

Dear Applicant,

Duty & EDDACS Support Worker (Women from Migrant and Ethnically Diverse Communities)

Thank you for your interest in working with Edinburgh Women's Aid (EWA). Please find enclosed your application pack, which includes:

- **Application Form**
- **Job Description**
- **Self-Declaration Form**
- **Equal Opportunities Monitoring Form** Equal Opportunities Monitoring 2026-27 – Fill out form
- **EWA Policies & Reports** (Equality & Diversity Policy, Impact Report, and Employee Privacy Policy)

Please note: This post is open to women only under Schedule 9 (Part 1) of the Equality Act 2010.

How to Apply

1. **Complete the forms:** Fill out one application form per vacancy. Please also complete our anonymous online Equal Opportunities Monitoring 2026-27 – Fill out form (this is processed separately and does not affect the selection process).
2. **Submit your application:** Email your completed form to **info@edinwomensaid.co.uk** or post it to: Administrator, Edinburgh Women's Aid, 4 Cheyne Street, Edinburgh, EH4 1JB
3. **Label your submission:** Clearly state the **Job Role** in your email subject line or on the envelope.
4. **Deadline:** Applications must be received by **9:00 am on Monday 23rd November 2026**. We cannot accept late applications.

Important Information

- **Self-Declaration:** You can email your Self-Declaration Form or post it in a sealed envelope. It will only be opened if you accept a job offer.
- **Pre-Employment Checks:** This post requires satisfactory **Adult and Children PVG Scheme checks**, proof of **qualifications**, and proof of your **right to work in the UK.** The successful candidate will also be expected to fully engage with the onboarding process and mutually agree a start date.
- **Selection Process:** Applications are reviewed anonymously by a panel and scored against the Job Description requirements.
- **Key Dates:**
    - **First Round Interviews:** Thursday 3rd December 2026.
    - **Second Round Interviews:** To be confirmed at a mutually agreed date and time.
    - **Shortlist Notification:** If you have not heard from us by Friday 27th November, please assume you have been unsuccessful this time. Due to limited resources, we can only contact shortlisted candidates.

We look forward to receiving your application.

Yours sincerely,

EWA Administration Team
0131 315 8111