

Shakti Women's Aid: Recruitment Information Sheet 2026

Thank you for your interest in working with Shakti Women's Aid. We are a specialist voluntary organization providing services to Black Minority Ethnic (BME) women, children, and young people experiencing domestic abuse.

1. The Application Pack

Your pack should contain the following documents. Please check that you have received all of them:

- **Job Description and Person Specification.**
- **SWA Application Form (Appendix 4a):** Please note that **CVs will not be accepted.** Only information on the application form will be considered.
- **Equal Opportunities Monitoring Form (Appendix 4b).**
- **Self-Disclosure Form (Appendix 4c):** For declaring convictions.
- **Data Protection Privacy Notice (Appendix 1).**

2. Submission Guidelines

- **Closing Date:** All applications must be received by the date specified in the advertisement.
- **Return Address:** Completed forms should be emailed to **info@shaktiedinburgh.co.uk** or posted to: *Private & Confidential, Administrator, Shakti Women's Aid, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY.*
- **Blind Shortlisting:** To ensure equality of opportunity, all personal information (names, contact details, and monitoring forms) will be removed before the shortlisting panel reviews your application.

3. Genuine Occupational Requirement (GOR)

Due to the nature of our services and the need to provide a safe environment for women and children affected by domestic abuse, these posts are open to **women only**. This is a genuine occupational requirement in accordance with **Schedule 9, Part 1 of the Equality Act 2010**.

4. Protecting Vulnerable Groups (PVG) & Registration

- **PVG Scheme:** These posts involve "Regulated Work." The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme Record Update before starting work.
- **SSSC Registration:** Certain posts require registration with the **Scottish Social Services Council (SSSC)**. If you are not already registered, you may be required to do so within a specified timeframe of starting employment.

5. Recruitment Timetable

- **Interview Notice:** Successful candidates will typically be given **3 to 5 working days' notice** for an interview.

- **Feedback:** Due to high volumes, we may only be able to notify shortlisted candidates. However, verbal feedback is available upon request for those who attend an interview.

6. Right to Work

Shakti Women's Aid is required to verify that all employees are legally entitled to work in the UK. You will be asked to provide original documentation (such as a passport) if invited for an interview.