



HEMAT GRYFFE

Womens Aid

Flat 0/1, 24 Willowbank Street, Glasgow, G3 6LZ

Tel: 0141 353 0859

Email: womensaid@hematgryffe.org.uk Web: www.hematgryffe.org.uk

Dear Applicant

December 2024

Thank you for your interest in working with us.

Hemat Gryffe Women's Aid was established in 1981 and is Scotland's first feminist organisation providing support primarily to women, children and young people from the Asian, Black and Minority Ethnic Community experiencing domestic abuse, forced marriage and honour-based abuse. Hemat Gryffe Women's Aid is a single sex service provider and areas of service provision include refuge accommodation, follow on support and crisis/outreach services. Women only need apply (under Schedule 9 (Part 1) of the Equality Act 2010).

We have a vacancy for a **Womens Refuge & Follow on Worker** to provide support to victims of domestic abuse living in refuge. You will work with and be supported by experienced staff members and will speak English as well as Urdu, Punjabi, or Hindi.

APPLYING FOR THE POST

We will accept a completed **application form or Curriculum Vitae (CV)** when applying for the post.

Please ensure that all sections of the application form are completed prior to submission. The application pack attached to this letter includes the following:

- Application Form
- Job Description
- Self-Declaration Form
- Equal Opportunity Form
- The organisation Equality Policy, Annual Report and Child Protection and Adult Support & Protection Statement.

If you are submitting a CV, please ensure that it contains a personal statement and information about your personal qualities, values, and any experience relevant to this role.

WHAT WE WANT TO KNOW

Your submitted application form or CV should tell us the following:

- Your experience of providing support to women
- Your knowledge and understanding of domestic abuse, forced marriage and honour-based abuse and impact upon women from minority ethnic backgrounds.
- Why you believe you are suitable for this role.
- How you meet the criteria set out in the person specification.

SUBMISSION OF APPLICATION FORMS AND CV'S, EQUAL OPPORTUNITY FORM AND SELF DECLARATION

Completed application forms or CV should be returned by email to recruitment@hematgryffe.org.uk (preferred) or posted to Private & Confidential FAO Recruitment, Flat 0/1, 24 Willowbank Street, Glasgow, G3 6LZ. **The closing date is 17 January 2025 at 5pm.**

The Equal Opportunities Monitoring Form (available at our website) should be returned in a separate email 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 interview panel.

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

ADDITIONAL INFORMATION

This post is subject to **Adult PVG Scheme check** as you will be doing regulated work with protected adults.

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 involves an anonymous review of each candidate's application form conducted by the interview panel. The contents of each application form are scored against the post's Essential Requirements and Desirable Requirements which are stated in the Job description, Person Specification.

Any discrepancies observed in the application form will be noted for further exploration at the interview. Additionally, requirements stated in the Job Description, such as specific qualifications, required registrations and length of experience will be scored.

Failure to disclose important information at the application stage may lead to dismissal and referral to the relevant regulator if discovered at a later date.

Due to funding constraints, we will only contact shortlisted applicants, therefore if you do not hear from us, please assume you have not been successful.

If you wish to speak to someone prior to applying for this role please contact Rajni Pandher, Women's Service Manager, on 0141 353 0859.

Thank you for your interest in Hemat Gryffe Women's Aid. We look forward to receiving your completed application.

Yours faithfully
Hemat Gryffe Womens Aid