



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

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Dear Applicant

April 2024

### **Communication Worker**

Please find enclosed an Application Pack for the post of Women's Domestic Abuse Community Worker. The pack consists of:

- Application Form
- Job Description
- Self-Declaration Form
- Equal Opportunities Monitoring Form
- HGWA Equality and Diversity Policy
- HGWA Annual Report
- HGWA Child Protection and Adult Support & Protection Statement.

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

Applications should be returned by email to [recruitment@hematgryffe.org.uk](mailto:recruitment@hematgryffe.org.uk) (preferred) or posted to Private & Confidential FAO Recruitment, Flat 0/1, 24 Willowbank Street, Glasgow, G3 6LZ.

Applications must be received by **Friday 24<sup>th</sup> May 2024 at 5pm**. No late applications will be accepted, and we do not accept CV.

Please return the Equal Opportunities Monitoring Form 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 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.

You will also be required to provide proof of your qualifications and right to work in the UK if you are offered a position.

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.

The shortlisting and selection process is an anonymous review of each candidate's application form carried out 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.

Hemat Gryffe Women's Aid is a company limited by guarantee incorporated under the Companies Acts (Company Number SC419662) and a registered charity (Charity Number SC012849) having its registered office at Flat 0/1, 24 Willowbank Street, Glasgow, G3 6LZ.

Recognised as a charitable organisation by the Inland Revenue in Scotland

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.

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