

Dear Applicant,

Thank you for enquiring about the following vacancy with Women's Aid Orkney, hereby referred to as WAO.

The vacancy details are as follows:

Job title	Service Manager
Location	Phoenix House, Kirkwall, KW15 1AX
Job Purpose	To manage the highly skilled staff team who deliver all strands of our support services in Orkney, building on our service's many existing achievements. The successful applicant will be required to become the Registered Manager for WAO's Housing Support Service.
Responsible to	WAO's Board of Directors
Salary range	£32,003 - £36,484 to be determined based on experience & ability
Contract	Permanent
Hours	35 hours per week
Annual Leave	25 days per annum plus 10 public holidays
Qualifications	Applicants must possess/be willing & able to achieve qualifications as required for SSSC Registration as a Registered Housing Support Service Manager Full details of relevant qualifications can be found on the SSSC website. http://www.sssc.uk.com/registration/what-qualifications-do-i-need/find-out-about-qualifications
Closing date	12 noon on Friday 15 th April 2016
Interviews	Interviews will take place on Monday 9 th May 2016

Your application pack includes:

- A covering letter (this document)
- WAO Information sheet
- Job Description
- Person Specification
- Application form guidance
- Application Form
- Equal Opportunities Monitoring Form
- WAO's Annual Report 2015 (for your information)

Please read the application guidelines thoroughly before fully completing your application as we will also take into account your ability to provide us with an accurate & well-presented application form.

Shortlisting for advertised posts is generally done during the week following the closing date. In order to keep administrative costs as low as possible we will only be able to email receipt of applications. **If you have not heard from us within 2 weeks of the closing date**, please assume that on this occasion, your application has been unsuccessful.

WAO will shortlist all applications as follows:

- Candidates must meet all essential person spec criteria
- Application forms must be fully completed (and legible if handwritten)
- Closing date & time must be met
- The general standard, quality & content of all returned applications

Due to limited resources, only shortlisted applicants will receive a reply to their application.

WAO is an Equal Opportunities Employer

We positively welcome applications from women from all sections of the community. Successful applicants will be subjected to a disclosure check through the PVG Scheme, as well as reference and entitlement to work in the UK checks. Women only need apply as this job is required to be for a person of a particular sex under Schedule 9, Part 1 of the Equality Act 2010

Equal Opportunities Monitoring

We would appreciate it if you would also complete and return the Equal Opportunities Monitoring Form and the Recruitment Evaluation Form to assist us in monitoring our recruitment processes and the implementation of our Equal Opportunities Policy. **You are under no obligation to return our monitoring forms, and your decision will not influence the recruitment process in any way.**

Meantime we would like to thank you for your interest in working with WAO and wish you success with your application.

Please complete and return your application by: **12 noon on Friday 15th April 2016**

by email: recruitment@womensaidorkney.org.uk

or

by post: WAO Recruitment (Confidential)
Phoenix House, Junction Road
Kirkwall, KW15 1AX

Kind regards

Women's Aid Orkney