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** | Children & Young People’s (CYP’S) Support Worker |
| **Location** | Phoenix House, Kirkwall, KW15 1AX |
| **Job Purpose** | To support CYP who have been affected by domestic abuse |
| **Responsible to** | WAO Manager |
| **Salary range** | £22,750 - £25,600 pro rata to be determined based on experience & ability |
| **Contract** | Permanent subject to on-going funding |
| **Hours** | **Post A:** 35 hours per week  **Post B**: 21 hours weekly potentially rising to 35 hours per week |
| **Annual Leave** | 25 days per annum plus 10 public holidays |
| **Qualifications** | Applicants must **have or be willing & able to achieve** qualifications as required for SSSC Registration. E.g. SVQ level 3; HNC Early Education & Childcare (SCQF Level 7) **OR** other suitable qualification recognised by SSSC for Registration on Day Care of Children. **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** | By noon on Monday 11th July 2016 |
| **Interviews** | Interviews will be carried out week commencing Mon 18th July 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 immediately 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 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.**

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

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

Kind regards

**Women’s Aid Orkney**

**Please complete and return your application** by: **noon on Monday 11th July 2016**

**Preferably by email to:** [recruitment@womensaidorkney.org.uk](mailto:recruitment@womensaidorkney.org.uk)

or

**by post to:** WAO Recruitment (Confidential)

Phoenix House, Junction Terrace

Kirkwall, KW15 1AX