



January/February 2019

Dear Applicant,

LDVS Project Support Officer

Thank you for the interest you have shown in the above post. Please find enclosed relevant information, including:

1. Application form
2. Guidelines for completing the application form
3. Job Description
4. Person Specification
5. Equal Opportunities Monitoring Form

This post is a permanent position and is offered on a part time basis of 20 hours per week. It will be located with and managed by Leeds Women's Aid.

Unfortunately we do not accept CV's and these will not be read if they are submitted.

The closing date for applications is **9am on Monday 11th February 2019**. Please email completed applications to: sue@leedswomensaid.org.uk with "Project Support Officer Recruitment" being the subject. If you would like confirmation that your application has been received, please attach a read receipt or request a response to your email. Late applications will not be considered.

Interviews will take place on **Monday 18th February 2019**. We will attempt to email every applicant to inform them whether they have an interview or not, however we anticipate a high volume of applications; therefore if you have not heard from us by the 13th February 2019, please assume that your application has been unsuccessful. Feedback on application forms will not be available for those unsuccessful in obtaining an interview.

On applying please read all of the enclosed information as you may be questioned on it at interview. Additionally read the application form and guidance well as applications *not* following the guidelines will automatically *not* be considered. This is part of the essential criteria.

Thank you for your interest in Leeds Domestic Violence Service.

Yours faithfully

S Barrett (by email)

Sue Barrett
Senior Monitoring Officer


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Referrals and Helpline: 0113 246 0401

E-Mail: administration@leedswomensaid.org.uk

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