

# Leeds Women's Aid

Reaching out changing lives

March 2019

Dear Applicant

## Position: Female\* Independent Domestic Violence Advocate (IDVA) Team Leader

Thank you for the interest you have shown in the above post.

Please download the application pack including:

- Application form.
- Guidelines for completing the application form
- Role Profile (including Job Description and Person Specification)
- Equal Opportunities Monitoring Form

There are also a number of short guides that you may find useful. Please follow the links:

<https://www.leeds.gov.uk/docs/163%20-%20Leeds%20Domestic%20Violence%20Service.pdf>

<https://www.leeds.gov.uk/docs/119-Daily%20Domestic%20Violence%20Meeting.pdf>

<https://www.leeds.gov.uk/docs/118-Front%20Door%20Safeguarding%20Hub.pdf>

<http://www.safelives.org.uk/file/national-definition-idva-work-finalpdf>

This post is temporary and is offered as full time, 35 hours per week, and is open to women only (Equality Act 2010 Schedule 9 (Part 1) Occupational Requirement). It could be offered as a secondment opportunity.

The closing date for applications is Monday 25<sup>th</sup> March 2019 at 9.00am. Please email completed applications to [administration@leedswomensaid.org.uk](mailto:administration@leedswomensaid.org.uk) with "IDVA Team Leader 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. Unfortunately we do not accept CV's and these will not be read if they are submitted.


Interviews will take place on Tuesday 2<sup>nd</sup> April 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 29<sup>th</sup> March 2019, please assume that your application has been unsuccessful. Feedback on application forms will not be available for those unsuccessful in obtaining an interview.

PO Box 826, Leeds, LS1 9PL

Office Tel: 0113 2442478 & fax: 0113 243 1801.

Referrals and Helpline: 0113 246 0401 & fax: 0113 2468377

E-Mail: [administration@leedswomensaid.org.uk](mailto:administration@leedswomensaid.org.uk). Visit our website – [www.leedswomensaid.org.uk](http://www.leedswomensaid.org.uk)

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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 Women's Aid and Leeds Domestic Violence Service.

Yours sincerely

Janice Fife  
**Head of Services**