April 2019

Dear Applicant

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

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
* Job Description
* 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, 35 hours per week and is open to women only (Equality Act 2010 Schedule 9 (Part 1) Occupational Requirement). It can be offered as a secondment opportunity.

The closing date for applications is Monday 29th April 2019 at 9.00am. Please email completed applications to administration@leedswomensaid.org.uk with “IDVA 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 Friday 10th May 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 6th May 2019, please assume that your application has been unsuccessful. Feedback on application forms will not available for those unsuccessful in obtaining an interview.

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

Lindsey Goodwin

**IDVA Team Leader**