April 2020

**Re. Helpline Co-ordinator vacancy**

Dear Applicant,

Thank you for contacting us and for your interest in working for SARSVL.

Please find enclosed a full application pack for the post about which you’ve enquired, including:

1. Job Description and Person Specification
2. Background Information for Applicants
3. Application Form
4. Equality & Diversity monitoring form

For further information about SARSVL, you can visit [www.supportafterrapeleeds.org.uk](file:///C:\Users\Katie\Desktop\Counselling%20Co-ordinator%20application%20pack%204.16\www.supportafterrapeleeds.org.uk).

**Please return your completed application by e-mail to** [**info@sarsvl.org.uk**](mailto:info@sarsvl.org.uk) **before the deadline of noon on the 22nd May.** Please be aware that applications received after the deadline unfortunately cannot be considered.

Please note that it is an occupational requirement under the Equality Act 2010 (Schedule 9, part 1) for this post to be filled only by a woman.

If your application is short-listed, we will be in touch to invite you to interview. Interviews will take place virtually on **Thursday 28th May**. **Please keep this date free as it will not be possible to offer an alternative interview date.**

If you have not heard from us by close of business on 26th May, please assume that you have not been short-listed on this occasion. We are sorry not to be able to respond to all applicants in person but our capacity is limited.

Yours sincerely,

Rebecca Burton

Senior HR & Financial Management

On behalf of Support After Rape & Sexual Violence Leeds (SARSVL)

