June 2020

Re. Office 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.

Please return your completed application by e-mail to info@sarsvl.org.uk before the deadline of 9am on Monday 13th July. 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. SARSVL does not discriminate in employment matters on the basis of race, religion, disability, age, sexuality or any other protected class. We support workplace diversity and believe it creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We are working hard to increase the diversity of our team and encourage you to be a part of it.

If your application is short-listed, we will be in touch to invite you to interview. **Interviews will take place virtually on Friday 17th July. 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 play on Thursday 16th July, 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 we are a small organisation and our capacity is limited.

Yours sincerely,

Rebecca Burton

Senior HR & Financial Management

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