

October 2024



Re. Office Co-ordinator job vacancy

Dear applicant,

Thank you so much for your interest in joining Support After Rape and Sexual Violence Leeds (SARSVL) as our Office Co-ordinator.

Please find enclosed a full application pack for this post, including:

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

For more information about SARSVL, you can also visit supportafterrapeleeds.org.uk and/or follow us on Facebook, Twitter/X, Instagram and/or LinkedIn.

If you have any questions about the role or application process, you can contact us at info@sarsvl.org.uk. We're happy to help with your queries but please be aware we might not be able to reply to you immediately.

If you decide to apply, please return your completed application to info@sarsvl.org.uk before:

9am on Monday 18 November 2024

Unfortunately, we cannot consider applications received any later than this.

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

It's really important to us that our SARSVL teams include women from across the diverse Leeds communities we serve. We particularly welcome applications for this role from Black and racially minoritised women, Disabled women, and others whose intersecting experiences reflect those of the sexual violence and abuse survivors we work with.

After we've been through all the applications we receive, we'll try to contact everyone directly, but if you haven't heard from us by Monday 2 December, please assume you haven't been shortlisted this time.

If your application is shortlisted, we'll invite you to an interview. **Interviews will take place on Thursday 5 December 2024** at our Leeds city centre premises. Please pencil this date into your diary now as it might not be possible to offer an alternative.

We hope you enjoy reading this pack and completing your application if you choose to. We look forward to hearing from you again.

Yours sincerely,



Katie Russell
CEO

