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Cymorth i Ferched Cymru
Welsh Women's Aid

June 2022

Dear Applicant,

Re. Business Support Officer

Thank you for the interest you have shown in the above post and in joining Welsh Women's Aid. For more information about our work, please see below or visit our website: www.welshwomensaid.org.uk.

Please find enclosed an application pack which includes:

- Information for applicants (pages 2-4 of this document)
- Job description and person specification
- Application form
- Equality monitoring form (anonymous)

Please return your completed application form and equality monitoring form via email to recruitment@welshwomensaid.org.uk, by the closing date for this position – **12:00 noon, Wednesday the 6th of July 2022**. Unfortunately, we are unable to accept hard copies of applications as our office is currently closed. **Interviews will be held on Thursday the 14th of July 2022**.

Yours faithfully,

Rhian Price
Business Support Officer
Welsh Women's Aid

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE
Tel: 02920 541551
Email: info@welshwomensaid.org.uk | Web: www.welshwomensaid.org.uk

Registered Charity Number: **1140962**





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INFORMATION FOR APPLICANTS

Applying for a job with Welsh Women's Aid

We aim to ensure that every applicant is treated fairly, which means that we are not able to consider personal knowledge about you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience, skills and knowledge.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Use your past and present jobs, interests and skills. Remember that voluntary work or work at home can be as valuable as paid employment. Also consider how your experience and knowledge matches our values.

It is important that your application relates to the job you are applying for. Give examples of the work you have been involved in, remembering to specify your own responsibilities rather than those of your team or department.

The application form should be filled in as completely and as clearly as possible so that we can consider all applicants on the same basis. Make sure you complete the form clearly. You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should not be too lengthy, use your judgement to make sure you have conveyed how you have the skills and experience to do this job.

Please give as your referees your current and most recent employers where possible. Send your form to us by the deadline, keeping a copy.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification. Applicants who meet these requirements are shortlisted for interview. Only information contained in the application will be considered in making the decision to shortlist.

Interviews

The interview panel is normally made up of two or three people who ask each candidate questions covering the relevant criteria, to allow you to expand on your application and show how you meet the essential requirements of the post. Depending on the role, you may be asked to complete a

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task/presentation either at or before the interview. You will have the opportunity to ask questions about the job and about working at Welsh Women's Aid at the end of the interview.

Panel members keep a record of their assessment of each applicant so that the reasons for their decision are clear and consistent.

Feedback

If you are unsuccessful and feel that feedback on your interview would be helpful in applying for other jobs, please write to the HR and Business Support Manager who will be pleased to arrange this for you.

For more information please see our most recent annual report which is available from our website:
<http://www.welshwomensaid.org.uk/about/annual-reports/>.

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Welsh Women's Aid: Our values and approach

“The shared values and analysis of violence against women, and being a member of a national organisation that has the same analysis of the issues, is of the greatest value to us” local specialist service

Welsh Women's Aid is a feminist organisation, and our values are founded on commitments to human rights, anti-discrimination and freedom from oppression. We endorse global evidence that violence against women, domestic abuse and sexual violence is gendered, a cause and consequence of the unequal position of women and girls in society, a violation of human rights, and is entirely preventable.

Our approach is founded on the following value-base:

We are feminist and value diversity of lived experiences – we amplify diverse voices, recognising that identities and life experience impact on experiences of abuse and access to support, safety and justice. We advocate ending violence against women and girls alongside the liberation of all women and girls from multiple oppressions like sexism, racism, classism, homophobia, ageism, ableism, transphobia, to attain social justice for all.

We promote integrity – we are accountable, and place survivors' voices and their lived experiences central to our work. We encourage respect, transparency and learning from experience, we challenge misuse of power and promote social responsibility in all we do.

We collaborate – we work with survivors, specialist services, other organisations, individuals and communities, to capacity-build services and to evidence and deliver what works in preventing violence against women, domestic abuse and sexual violence.

We empower – we advocate a rights-based approach so that all women and children can achieve their full potential, and we promote services led by and for women/minoritised groups as being vital to meeting needs and to achieving social, economic and political liberation from patriarchy, racism, and other oppressions.

We transform – we are committed to challenging inequalities and discrimination, to combining high-quality services with activism for social change, and building a movement that ends violence against women and girls and liberates women and girls from multiple and intersecting oppressions to benefit everyone.

“Professional, collaborative, open ... I've had so much communication offering support in different areas, very friendly, open and helpful” local specialist service

Our values and approach underpin our work nationally and that of our members.

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Placing these values central to our approach means we embed them into our recruitment processes, into how we work and how we collaborate with others. It means being uncompromising when faced with challenging misuse of power or oppressive practices, it means sharing expertise, accepting that we may not always get it right, but being committed to learning and moving forward for the benefit of all survivors of abuse.

Our approach is informed by evidence that women and girls, and men and boys, experience and perpetrate violence and abuse differently. The sex and gender of victim and perpetrator influences the nature of the abuse, its severity, harm, and lethality. Women and girls, in particular, experience abuse and regulation in everyday lives at higher rates, and it is men across all groups that are more likely to perpetrate abuse against women, men and children.

Violence happens in same-sex relationships and against trans people, and women also use violence. So, we are committed to anti-discriminatory practice and to achieving safety, support, protection and justice for all women and girls, men and boys, and for trans people. Our transgender policy commits to supporting the realisation of rights for trans people, and the delivery of trans inclusive services and support.

We support evidence of the importance of single-sex spaces and services that benefit women (endorsed by exemptions under the Equality Act 2010), and the need for services designed, delivered and led 'by and for' women, Black and minoritised women and other groups. Evidence shows 'by and for' services best meet support needs and also contribute to social, economic and political liberation from patriarchy, racism, and other oppressions.

These values and approach do not preclude organisations in our federation employing men, supporting men and boys, or working with perpetrators. Providing needs-led services that are sensitive to sex, gender, ethnicity, culture, sexuality, age and ability is a vital component of specialist services, of effectively supporting survivors and intervening with perpetrators.

We understand the crucial importance of focussing on violence against women and girls as distinct and connected forms of abuse. Gendered norms and stereotypes, that are often the basis of violence against women and girls, reinforce and intersect with sexism, racism, homophobia and other discrimination, which harm us all, oppress women and girls as a group, and are a barrier to achieving equality. We are committed to challenging, disrupting and changing social and cultural norms and dismantling patriarchy and intersecting systems and structures that perpetuate abuse, harms and inequalities.

***“The feminist perspective is critical to the long term vision to eradicate violence against women, nothing we do is outside that lens, and I want my national organisation to be as vocal and as steadfast in that, and we mustn't lose that”
local specialist service***

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