

September 2024

Re: Application for the post of Outreach Triage Administrator*

Thank you very much for your interest in the above post. The post is for 21 hours per week, Tuesday, Wednesday and Thursday, with a salary of £14,292 to £14,875 pa (full time equivalent £24,500 to £25,500 pa) plus benefits. A full job description/person specification can be downloaded: <https://www.yoursanctuary.org.uk>.

If you would like to apply, please send your CV and a covering letter to admin@yoursanctuary.org.uk by 5pm Monday 23rd September 2024. Applications will be considered upon receipt so the post may be offered at an earlier date. If you have not been contacted by Monday 30th September then your application has been unsuccessful on this occasion. In your covering letter please include a supporting statement on how your skills, experience and/or knowledge enable you to meet all of the requirements set out in the person specification/job description for this post. Please also complete and return our Equality and Diversity Monitoring form; this will be kept separate from your application and is for monitoring purposes only.

People with lived experience of domestic abuse and/or other trauma can be attracted to this type of work through a desire to 'give back' and help others. It is vital that candidates are sufficiently recovered from their own experience to be able to safely provide empathetic, resilient, robust, trauma-informed support for survivors at Your Sanctuary. Please carefully consider your suitability when making an application.

Any offer will be subject to acceptable references. At Your Sanctuary, we welcome applications from all diverse communities and all backgrounds, including those with a criminal record, subject to a risk assessment. Due to the nature of the work involved in this post, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and it is therefore a condition of employment that all convictions are disclosed in advance and a Disclosure and Barring Service check will be required. Your Sanctuary has an Employment of Ex-offenders policy of which a full copy can be requested at any time.

Please note that we are required by law to ensure that all employees have the right to work in the UK. If offered the position you will be required to prove your right to work by providing one of the following documents: National Insurance Number Card; P45/P60; Work Permit. We look forward to receiving your application.

Yours faithfully

Lou Balmer
Adult Community Services Lead

* Please note that because of the nature of this post it is only open to female applicants and is exempt under Schedule 9 (Part 1) of the Equality Act 2010.