

September 2025

Dear Applicant

Trainee Administrator

Please find enclosed an Application Pack for this post. The pack consists of:

- Application Form
- Job Description
- Self Declaration Form
- Equal Opportunities Monitoring MS Form Link
- EWA's Equality and Diversity Policy
- EWA's Impact Report
- EWA's Privacy Policy (Employees)

Please note; Women only need apply (under Schedule 9 (Part 1) of the Equality Act 2010).

Applications should be returned by email to info@edinwomensaid.co.uk or posted to: Administrator, Edinburgh Women's Aid, 4 Cheyne Street, Edinburgh, EH4 1JB. If you are applying for any other positions with Edinburgh Women's Aid please complete an application form for each post. The subject line or envelope should clearly state which post you are applying for.

To be received by **9am Monday 22 September 2025**. No late applications will be accepted.

Please complete the Equal Opportunities Monitoring ([click here to follow the link to the online form](#)). Your information will be saved anonymously and separately from your application and will not be seen by any member of the selection panel.

You are welcome to return the Self Declaration Form (MS Word) to us by email. However there is also the option to return it to us in a sealed envelope which would only be opened if you are offered and accept the role.

A satisfactory **Disclosure Scotland Level 2 check** is required for this position. You will also be required to provide your right to work in the UK if you are offered a position and provide proof of your qualifications.

Interviews will take place on the afternoons of Tuesday 30 September and Wednesday 1 October.

Due to funding restraints we will only contact short listed applicants, therefore if you have not heard from us by Friday 26 September please assume you have not been successful on this occasion.

The shortlisting and selection process is an anonymous review, carried out by the interview panel, of each candidate's application form. The contents of each application form are scored against the post's Essential Requirements and Desirable Requirements which are stated in the Job Description. Any discrepancies observed in the application form will also be noted for further exploration at interview. Additionally, requirements stated in the Job Description, such as specific qualifications, required registrations and length of experience will be scored.

Thank you for your interest in Edinburgh Women's Aid. We look forward to receiving your application.

Yours faithfully

Margaret Patrizio,
Administration Manager, 0131 315 8111