

Application No:
Official Use only

**Application for Women's Service Manager
(Refuge and Drop in Services)
Stirling and District Women's Aid**

Please note that Part A of the form will not be seen by the selection committee.

Please complete this form in black ink or type and return it by **Monday 14th May 2018** to:
Jessica Lindohf, Manager, Stirling and District Women's Aid, Unit 7 Stirling Arcade, Stirling FK8
1AX (marked confidential) or email jessica@stirlingwomensaid.co.uk

If you require assistance to complete this form please contact Jessica Lindohf, Manager, on
email jessica@stirlingwomensaid.co.uk or telephone 01786-469518.

PART A: PERSONAL INFORMATION

First Name	
Last name	
Home address including postcode	
Address for correspondence if different from above	
Postcode	
Telephone (Home)	
Mobile	
Telephone (Work)	
Email	
Preferred method of communication	
Where did you hear about this vacancy?	

REFERENCES

Please list two people whom we can approach as a reference for you.

	Referee 1	Referee 2
Name		
Job title		
Organisation		
Address (including postcode)		
Work Telephone Number		
Email		
Relationship to you		

DECLARATION

1. I declare that the information in this application is correct and truthful. If I have misled the Selection Committee, I agree to my disqualification from the selection process or immediate termination of the role.

2. I understand that the information provided on this form and that obtained from other relevant sources will be used to process my application to become an employee of Stirling and District Women's Aid and to monitor the recruitment process. I understand that it may also be used to ensure compliance with the law including registration with OSCR etc and for the prevention or detection of crime, to protect public funds, or in other ways as permitted by law.

I agree to the processing of my data, in accordance with the Data Protection Act 1998, by Stirling and District Women's Aid.

Signature:

Date:

PART B: COMPETENCIES

THIS PART OF THE APPLICATION FORM WILL BE SEEN BY THE SELECTION PANEL

We use a competence based assessment system which looks at your knowledge, skills and experience rather than what jobs or education you've had. This means that you should use this application to give examples of where you have demonstrated or used the knowledge, skills and experience outlined in the job description and person specification.

You can use examples from your working or personal life, including any voluntary work. Please make sure you give specific examples rather than just stating that you did a role / job or giving a job title as the selection panel will not be able to make assumptions based on this information alone.

It is helpful if you explain:

- How you gained the skills or knowledge e.g. what you did, how you did it, why you did it and what was the result?
- When you learned the skills or knowledge?
- How often you used the skill or knowledge?

Please give examples of how you meet the essential and desirable criteria outlined in the person specification.

Please feel free to expand the boxes or to provide further information on an additional sheet(s).

Training and Education - Essential

You must have one of the following qualifications:

SVQ Social Services and Healthcare at SCQF Level 9.

and

SVQ 4 Care Services Leadership and Management at SCQF Level 10.

Any award in management that is certificated at or above SCQF Level 8* (minimum of 60 credits) showing evidence the award has been mapped against the National Occupational Standards (NOS): Leadership and Management for Care Services.

Or

SVQ Management SCQF Level 9 (GM27 24)

And the following 2 units

H7LG 04 (SCDLMCA1) Manage and Develop Yourself and Your Workforce within Care

Services at SCQF 10

H7LH 04(SCDLMCB1) Lead and Manage Practice that Promotes the Safeguarding of Individuals at SCQF 10

Or any of the following or combinations thereof.

SVQ 4 Management at SCQF level 9 (GC47 24) and all previous versions of the SVQ/NVQ 4 Management.

SVQ 4 Leadership and Management for Care Services (LMCS) at SCQF Level 10.

SVQ 4 Registered Manager in Health and Social Care (Registered Manager's Award).

Chartered Institute of Housing Undergraduate Professional Diploma/SCQF Level 9 and 10.

Chartered Institute of Housing Postgraduate Professional Diploma/SCQF Level 11.

BA (Hons) Social Work (or equivalent)

We will consider other qualifications and will check these against requirements.

Drivers licence and access to car

EDUCATION, TRAINING AND WORK BACKGROUND

Date (from - to)	Education or Training Qualification	Name of Establishment

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Date (from - to)	Work Role and Place of Work	Short description of duties

Knowledge – Essential

- Knowledge and understanding of domestic abuse issues
- Knowledge and understanding of housing management, housing regulations supported accommodation.
- Understanding of feminist analysis of domestic abuse or capacity to acquire such an understanding.

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Knowledge – Desirable

- Knowledge, understanding and commitment to equality and human rights law and good practice.

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Skills - Essential

- Ability to communicate clearly and effectively in writing and orally
- Ability to actively listen to others and to challenge others constructively
- Ability to plan, prioritise workload and lead and line manage a small team.
- ICT literate.

Skills - Desirable

- Ability to be innovative and take a strategic approach to the development of the refuge and drop in service

Experience - Essential

- Experience of working / engaging with vulnerable people ideally with people who have experienced domestic abuse
- Experience of providing one to one support to individuals
- Experience of and commitment to building and working in partnership with other agencies and stakeholder to ensure successful delivery the service.

Experience - Desirable

- Experience of recruiting, supporting and training staff and volunteers
- Experience or knowledge of fundraising and finance

Please explain why you are interested in this role