

Dear applicant,

**Application for the post of Hospital based IDVA (37.5 hrs pw)*
18-month fixed term contract with possibility of extension**

Thank you very much for your interest in the above post. To confirm the post will be for 37.5 hours per week and the salary will be in the range of £26,000 to £28,000 per annum depending upon experience. The post will initially be for an 18 month fixed term contract and the working hours will be a flexible shift pattern between the hours of 8am and 6pm Monday to Friday. A job description/person specification for the role can be downloaded from our website: <https://www.yoursanctuary.org.uk/general-5>

If you would like to apply, please send your CV and a covering letter to admin@yoursanctuary.org.uk by 9am Tuesday 1st February 2022. Applications will be considered upon receipt so please note that the post may be offered at an earlier date. In your covering letter please include a supporting statement on how your skills, experience and/or knowledge enable you to meet the requirements set out in the person specification/job description for this post. We would also appreciate you completing and returning our Equality and Diversity Monitoring form which will be kept separate from your application and is for monitoring purposes only.

If you have not been contacted by Friday 4th February, then your application has been unsuccessful on this occasion.

Successful applicants will need to have a full driving licence and access to a reliable car for work purposes. 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: National Insurance Number Card; P45/P60; Work Permit.

Yours faithfully

Eva B
Adult Community Services Lead

* Due to the nature of the role, this post is open to female applicants only and is exempt under Schedule 9 Part 1 of the Equality Act 2010.