

Dear Applicant,

This application pack includes

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If you are interested in applying for the job, please download an application form.

When completing it please relate your application to the requirements stated in the person specification, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for ' via email or by post in a sealed envelope marked "Private & Confidential" to PO Box 77, Accrington, Lancashire, BB5 1GJ

Any late applications will not be accepted.

Yours faithfully,

Debbie Fawcett

Chief Executive

**APPLICATIONS must be submitted by 9pm on
the 10th of December!**

INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

HARVs recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **HARV**, we do not take into account your personal file.

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.

Using the person specification

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 fulfill each point of the person specification.**

NB: Please note the maximum word count is 1000 words.

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. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.

Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to **HARV** on time **and keep 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, and 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 four people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

Where the post includes work with children and young people, young people will be involved in the recruitment and interview process.

Feedback

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please email Debbie Fawcett, who will be pleased to arrange this for you.

About HARV

HARV is an Ending Violence Against Women and Girls (EVAWG) charity based in East Lancashire. It was established in 1998.

Its aim is to identify, support and protect both adults and children who have/ or are experiencing abuse, exploitation and or violence

HARV is part of Safer Together, which is a partnership of 11 specialist organisations within the Lancashire Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

HARV is also the lead agency for subsidiary organisations including HARV Housing CIC and The Emily Davison Centre (EVAWG HUB).

We currently provide a number of direct support services,

1. Crisis Support - Provision of advocacy, safe house accommodation, children's support, IDVA, housing and refuge. Support at a critical moment that prevents death, significant harm, destitution or homelessness.
2. Holistic Support - Provision of support that meets the needs of individuals and families where the impact of the abuse has had a significant effect on finances, health, education, self confidence, family relationships, housing, children.
3. Recovery Support - Provision of specialist recovery programmes like Freedom / Recovery Programme, Change that lasts, Ask Me, You, me and Mum and Strengthening families.
Trauma Informed counseling.
Opportunities to volunteer at the centre and develop news skills
4. Preventative programmes - programmes developed to prevent violence and abuse, It Ends here programme (work with young boys that have been exposed to violence and are then perpetrating violence as a result of their experiences), Healthy Relationships packages in schools and FE settings.

All our services are trauma informed and all staff receive clinical supervision.

We also provide training and group work to agencies, professionals, women's groups and young women.

Areas we specialise in, include

- Stalking
- Improving responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation

- Working with young women
- Ask Me Ambassador training
- Feminist approaches to men's violence against women and girls

How to contact us

www.harvoutreach.org.uk
info@harvoutreach.org.uk

Address: P.O. Box 77, Accrington, BB5
1GJ Telephone 01254 879855

Registered Charity Number 1069367
Registered Company Number 06673278

