



Dear Applicant

Thank you for your interest in working with Advance.

The application pack includes information about -

- Background information for applicants (see below)
- Job Advert (see below)
- Description of role (available from our website)
- Job Description and Person Specification (available from our website)
- Advance application form (available from our website)
- Complying-with-Preventing-Illegal-Working-Legislation-February-2017.pdf (see below)  
[www.advancecharity.org.uk](http://www.advancecharity.org.uk)

Please complete the application form in full, and relate your skills and experience to the requirements stated in the advertisement, job description and person specification. Short-listing for interview is dependent on the extent to which your application matches these.

Your completed application form together with your monitoring form should be returned by **email to [recruitment@advancecharity.org.uk](mailto:recruitment@advancecharity.org.uk)**. Return these by the closing date; any late applications will not be accepted. Please do not include any additional documentation such as your Curriculum Vitae, as we require applicants' information to be in a standard form.

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and a satisfactory enhanced Disclosure and Barring Scheme (DBS) check.

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

Yours sincerely,

**Business Support Team**

**ADVANCE**

W: [www.advancecharity.org.uk](http://www.advancecharity.org.uk)

Registered Charity No. 1086873, A Company Limited by Guarantee. Registered offices in England as above. Reg. No. 4064660

## INFORMATION FOR APPLICANTS

### Applying for a job with Advance

We aim to ensure that every applicant is treated fairly, which means that we are not able to consider personal knowledge about you. 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 complete it as effectively as possible.

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 fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

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. Use your past and present jobs, interests and skills. 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. Give examples of the work you have been involved in, remembering to specify your own responsibilities rather than those of your team or department.

The **application form** should be filled in as completely and as clearly as possible so that we can consider all applicants on the same basis. Make sure you complete the form clearly. You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should not be too lengthy, use your judgement to make sure you have conveyed how you have the skills and experience to do this job.

Please give as your referees your current and most recent employers where possible. Send your form to Advance on time and keep a copy.

### Short-listing

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. 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 two people who ask each candidate questions covering the relevant criteria, to allow you to expand on your application and show how you meet the essential requirements of the post. You may be asked to complete a task/presentation either at or before the interview. You will have the opportunity to ask questions about the job and about working at Advance at the end of the questions.

Panel members keep a record of their assessment of each applicant so that the reasons for their decision are clear and consistent.

## JOB ADVERTISEMENT

Advance is rapidly expanding with lots of new, exciting projects and career opportunities. We are currently recruiting for numerous positions which can be found on our website. As an organisation that is constantly evolving, there is a lot of internal progression. Advance values their staff and will endeavor to provide exciting continued professional development, affording the post holder the opportunity to develop their skills and knowledge working with vulnerable people in society.

Advance Domestic Abuse Team delivers nationally accredited, quality marked services in Hammersmith & Fulham, Westminster, Kensington & Chelsea and Brent. We work within a coordinated partnership response to domestic violence to provide independent domestic violence advocacy and support for women, children and young people and women's community services for women who are involved in the criminal justice system, in anti-social behaviour or are at risk of breaking the law.

### **Female\* Duty IDVA**

<b>Contract:</b>	Permanent
<b>Salary:</b>	Starting from £26,000 – 28,000 depending on experience per annum inc London Weighting
<b>Working hours:</b>	35 hours a week
<b>Pension:</b>	Workplace Pension
<b>Annual Leave:</b>	30 days and public holidays
<b>Work Location:</b>	Based at Advance office in Hammersmith

This is an exciting opportunity to get involved in crisis intervention, referrals and assessment processes at Advance. The Duty IDVA will be the first point of contact for women referred to Advance. The Duty IDVA work within a dynamic fast paced, crisis intervention, advocacy and support service to ensure empowerment and that the voice of survivors informs every stage of their journey towards improving safety. They will work within a well established and supportive team to make proactive contact and provide high quality advocacy and support based upon a client led needs and risk assessment to women who access the domestic abuse service. Advance works with women aged 13 and over however, this post will focus primarily on working with those aged 18 and over who access the domestic abuse service. They will advise women on criminal justice, civil remedies and related matters, support women to attend court where necessary, and coordinate the provision of multi-agency support. Part of the role will be to establish positive, proactive and innovative working relationships with other services working with survivors and partner agencies within Angelou Partnership. The post holder will work across the three boroughs under the guidance of the Program Managers.

Advance is committed to equality and diversity and welcomes applications from all sections of the community. The post will be subject to an enhanced DBS check and is open to women only (\*Exempt under the Equality Act 2010 Schedule 9, Part 1).

**Closing date:** 12 pm 25<sup>th</sup> Feb 2019

**Interview date:** Week commencing 25<sup>th</sup> Feb 2019

To apply please send your CV with a covering letter that addresses the Job Description also available on our website at <http://advancecharity.org.uk/work-for-us/>

Completed applications should be emailed to [recruitment@advancecharity.org.uk](mailto:recruitment@advancecharity.org.uk) or posted marked 'Private and Confidential' to Advance, BSU Recruitment, PO Box 74643, London W6 6JU.  
Registered Charity Number 1086873

## Lists of acceptable documents for right to work checks

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists – **List A and List B**. These are shown in Tables 4 and 5 below.

**List A** contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK. If the prescribed right to work checks are followed it will establish a **continuous statutory excuse** for the duration of that person's employment with you. You do not have to conduct any further checks.

**List B** contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK. If the prescribed right to work checks are followed, it will establish a **time-limited statutory excuse** and require a follow-up check as set out below. You will be required to conduct a follow-up check in order to retain your statutory excuse.

<b>List A – Acceptable documents to establish a continuous statutory excuse</b>
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### List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>List B – Acceptable documents to establish a statutory excuse for a limited period of time</b>
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**List B**

**Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Group 2 – Documents where a time-limit**