

July 2022

Dear Applicant,

Thank you for downloading an application pack for the role of **Executive Assistant** and for your interest in working for Rape Crisis England & Wales (RCEW).

RCEW is a feminist organisation and the national umbrella body for our network of 39 autonomous member Rape Crisis Centres. Each Centre provides a holistic range of specialist support and advocacy services to people whose lives have been impacted by child sexual abuse, rape and all forms of sexual violence.

Our vision is for a world without sexual violence, where all women and girls live safely, freely and with dignity. RCEW works for women and girls, in partnership with our member centres, to transform attitudes to sexual violence, improve responses to all survivors and end sexual violence in all its forms.

The Executive Assistant will be a key part of the team at RCEW, responsible for providing support to the CEO and Senior Management Team to assist them in fulfilling their roles effectively. Our staff team work remotely from locations across England and Wales, with occasional travel for face-to-face meetings when required.

You will be an ideal candidate for this role if you are someone with excellent administrative, organisational and administration skills, have a confident communication style (in person, via phone or email), the ability to multi-task, prioritise effectively and forward plan in a dynamic environment, as well as someone who enjoys working as part of a team to achieve change.

You will also have personal values that align with the vision, mission, aims and values of RCEW.

*We require the post holder to be female - Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies. RCEW and local Rape Crisis Centres provide a women-only safe space in which women and children who have experienced sexual violence and abuse are supported and can access services*

Before you start an application for this post, please ensure that you:

- Have read and understood the requirements of the role
- Meet all of the essential criteria in the Person Specification
- Can meet the expectations of a RCEW employee as detailed in the Job Description
- Are available for and able to take part in an (online) interview for the role in the week commencing **12 September 2022** should you be shortlisted



**Rape Crisis England & Wales**, Suite E4, Josephs Well, Hanover Walk, Leeds, LS3 1AB

**Email:** [rcewinfo@rapecrisis.org.uk](mailto:rcewinfo@rapecrisis.org.uk) **Charity No.** 1155140

[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

Having checked you can meet these requirements, if you wish to apply, please submit your completed Application Form **by Monday 5 September at 12 noon** to [recruitment@rapecrisis.org.uk](mailto:recruitment@rapecrisis.org.uk)

If you would like an informal conversation about the role, please contact [recruitment@rapecrisis.org.uk](mailto:recruitment@rapecrisis.org.uk) to organise this.

Please note that we are unable to accept applications received after the deadline.

If you have not heard from us by the end of the day on **Friday 16 September**, please assume your application has not been shortlisted on this occasion.

To support us in our commitment to a genuinely inclusive workplace, we ask that you also complete and submit our brief equality and diversity form. This will help us monitor and improve our processes. Your responses will be kept confidential and separate from your application and will not be used as part of the selection process.

Thanks again for your interest in Rape Crisis England & Wales - we look forward to receiving your application.

Yours faithfully,



Jayne Butler

Chief Executive Officer



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