



## **MANAGEMENT COMMITTEE MEMBERS**

### **Guidance notes**

Rights of Women is an Industrial and Provident Society, which was founded in 1975 to promote the interests of women in relation to the law. We work to attain justice and equality by informing, educating and empowering women on their legal rights

### **1. About Rights of Women**

Rights of Women is a well established and expanding voluntary organisation committed to promoting the legal rights of women throughout England and Wales, with particular emphasis on supporting women who are disadvantaged or experiencing violence.

Rights of Women's activities include, providing free confidential legal helplines, producing publications, organising training and major conferences, and undertaking research and policy work. The organisation is based in Featherstone Street, London EC1.

Rights of Women is a membership organisation. We provide the following services and activities:

#### **Advice line services**

We offer free confidential legal advice to women on our two advice lines. We offer specialist advice in family law, divorce and relationship breakdown, children and contact issues, domestic violence, discrimination and lesbian parenting. In addition we launched a specialist Sexual Violence Legal Advice Line in December 2004.

Our free services are provided by qualified women solicitors and barristers.

#### **Training**

We also provide training for organisations on essential issues concerning women's legal rights. Our general courses are open to all women, and we can provide customised training on request. We train women's organisations, voluntary organisations, lawyers, social workers, employers, trade union representatives, legal advisors and others. Through training we enable individuals and agencies to ensure that they are protecting women's rights effectively.

We recruit volunteer trainers to assist in delivery of our training courses throughout England and Wales and which will be taking place at various locations.

Our training is provided by qualified women solicitors and barristers.

#### **Policy**

Rights of Women provide guidance for policy makers, and work to put women's rights on the public policy agenda. We seek to influence policy by undertaking original research, preparing responses to policy documents from Government and other sources, organising conferences on women's rights, holding public meetings. We aim to get women's voices heard at every stage of public policy formulation.

## **Resources and publications**

Rights of Women produce a variety of resources; many are available to download online. We provide education on women's rights through several publications. These include our handbooks, information sheets on family law, and publications on other issues relating to women and the law.

For more information about the work of Rights of Women visit our website at [www.rightsofwomen.org.uk](http://www.rightsofwomen.org.uk)

## **3. Commitment to equal opportunities**

Rights of Women aim to promote equal opportunities in all aspects of its work. We aim to ensure that all workers, job applicants, volunteers, service users and anyone else involved in our work are treated equally and fairly. There will be no discrimination in respect of marital status, sexuality, transgender or gender reassignment, disability, age, colour, race, religion, HIV status, responsibility for dependants, nationality, ethnic or national origins, social class, employment status, or trade union membership. However, Genuine Occupational Qualifications may apply to aspects of our work.

There will be no discrimination on these grounds in the terms and conditions offered to workers, job applicants or volunteers. This policy also covers recruitment, induction, conduct at work and the disciplinary and grievance procedure. Our selection criteria and other procedures will be regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities.

We also recognise the need to target our services to women from groups that have traditionally been discriminated against or excluded through poverty and social exclusion. We are committed to a programme of action in implementing this statement in all areas of our work.

## **4. Guidance for completing the application form**

Rights of Women welcome applications for Management Committee members from suitably qualified women throughout England and Wales and from all sections of the community.

The following notes are designed to assist you fill in your application form as effectively as possible and you are advised to read them before you start.

The application form is the first stage of the selection procedure. It provides the information we will use when deciding whether you will be invited to interview and so you should include all relevant information about your skills and experience. If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed. However, please note that no more than two sides of A4 paper should be submitted in addition for any section.

Please read the description of role carefully. All this information is aimed at giving you a clear idea of what the role entails and to help you decide whether you want to submit an application form.

Please complete each section of the form accurately and fully, so that we can assess your application against the criteria given in the description of role. The decision to invite you for interview will be made solely on the information contained in the form, so statements such as "see previous application" will not be acted upon. Please do not attach a CV, as this will not be accepted.

**The form may be completed in type or handwritten. Handwritten forms should be clear and completed in black ink.**

Below are notes on specific sections of the form

**Education and training**

Please list all qualifications gained, along with the grades you obtained, including NVQs and apprenticeships.

**Other relevant training**

Please provide details of any other relevant training courses attended such as voluntary sector and/or trade union courses.

**Employment or self employment**

Please provide details of your employment history starting with the most recent. You should provide brief details including your job title, the main duties of the post and achievements.

Please list any other relevant voluntary work and personal experiences, including involvement with women's groups, local community groups, trade unions etc.

**Personal statement**

This is a very important section. You should provide details of how your knowledge, skills and experience gained both within and outside formal employment, have prepared you for this role. It is important that you demonstrate how you meet the criteria contained in the description of role, not just state that you do.

**Referees**

You should give the name of someone who will be able to comment on your skills and abilities such as an employer, teacher or lecturer, or other professional person. References will only be taken up if you are offered the role.

**Equal opportunities monitoring form**

The information provided on the Equal Opportunities monitoring form is strictly confidential and will not form part of the selection process. However, as we are an equal opportunities employer, we are keen to measure the effectiveness of our procedures and would be grateful if you would complete the form and return it to us.

**When you have completed the form**

Check that you have completed all the sections. Please check that you have read the declaration at the end of the form and signed it. It may be useful to take a copy of the form for future reference.

**You should return the completed form and equal opportunities monitoring form to the Chair, Rights of Women, 52-54 Featherstone Street, London EC1Y 8RT.**