Bradford Rape Crisis and
Sexual Abuse Survivors Service
...by women, for women and girls

Dear Applicant,

Job title: Helpline Service Coordinator

Thank you for your interest in our current vacancy for a Helpline Service Coordinator. Please find enclosed the requested application pack, which contains:

• Application form, including an equality monitoring form
• Job description
• Person specification

The **closing date** for applications is **Monday 30 November 2026 at 9:00 am**. Applications received after this deadline will not be considered. Shortlisted candidates will be notified as soon as possible. Interviews will take place on **3 December 2026 at 10:00 am**.

When completing the application form, please address every aspect of the person specification and provide relevant examples from paid or unpaid employment, training, or other experience. Only candidates who demonstrate that they meet all the essential criteria will be shortlisted. We cannot accept CVs; only the information provided on the application form will be considered during shortlisting.

Please note: BRC & SASS provides women-only safe-space services for women and girls who have experienced sexual violence. It is an occupational requirement under Schedule 9, Part 1 of the Equality Act 2010 that this post be filled by a woman. We particularly welcome applications from women who will contribute to the diversity of our organisation, including Black, Asian and minoritised women, and disabled women.

We look forward to receiving your application.

With best wishes,

Helpline Service lead