



# ask me

communities against  
domestic abuse

## Completing the expression of interest form

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### General points

- Before completing the form, refer to the 'Qualities of an ambassador' document in this pack.
- Remember to complete all parts of the expression of interest form. If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer.
- We can help you fill in the form if you are unsure or need any support – please get in touch at [askme@womensaid.org.uk](mailto:askme@womensaid.org.uk) or call the pilot coordinator on 07799 801642.

### About you

- Ambassadors can be anyone - manager, assistant, staff or volunteer. All we ask for is enthusiasm, a willingness to learn and for no previous convictions for harassment or violence.
- We welcome applications from those impacted by domestic abuse, whether in their own relationships, or as supporters of survivors. We are committed to being led by a survivor's own judgement as to whether they are ready to be involved in the scheme, however for safety reasons we cannot accept applications from survivors who are currently experiencing abuse or have done so within the last year.

### How you meet the responsibilities of the role

- For this section, please refer to the 'Qualities of an ambassador' document; however, don't worry if you don't have any formal experience, we just want to know about you and the kind of person you are.
- For us, understanding why you would like to be an ambassador is really important – what inspired you to apply? How do you imagine you can help your community to strengthen the way it thinks and acts about domestic abuse?
- We are interested in relevant qualifications, work and life experience, which are all equally important. This means that you should try and tell us what you did (for example, at work, whilst volunteering, with a friend), rather than what the team did, and give concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.

### Organisation commitment

- We will approach **ask me** ambassadors through their organisations rather than as individuals. Therefore, most ambassadors should have the support of their organisation in participating. However, please confirm with your employer that they are happy to implement the scheme in your setting before you apply. You can still apply as an individual, i.e. if you are self-employed or do not have a fixed premises.
- Please do get in touch if there are any issues around this and we will be happy to help.

### Ambassador ask me site involvement criteria

- A selection of ambassadors and ask me sites will be made in conjunction with the local authority and domestic abuse specialist services in your area.
- We reserve the right to reject the application of any candidate that we feel is not appropriate for the scheme. However, we will be transparent in this process and explain this reasoning to you. We will work with you to overcome any barriers wherever possible, or we will direct you to an alternative, more suitable project, for example, local volunteering or other training programmes.

### Confidentiality and data sharing

- Women's Aid and Welsh Women's Aid are working in partnership with specialist domestic abuse services and local authority domestic abuse leads to deliver the pilot. Expression of interest forms submitted to Women's Aid/Welsh Women's Aid for ask me will be kept and stored in a confidential location for the purposes of administering the ask me scheme until the end of 2021 (unless Women's Aid/Welsh Women's Aid are required to retain the data for a longer period).

However, your name, area, contact details and organisation will be shared with the local service and lead in your area as they share decision making about who attends the scheme. Our partners may also take part in the meetings with potential ambassadors. Those partner organisations will hold data as data controllers and will not retain data for longer than is necessary for the purposes for which it is processed. They are subject to obligations to hold data in accordance with data protection legislation, including to hold data securely.

The basis for using your data is that the use is within Women's Aid/Welsh Women's Aid (or their partner organisation's) legitimate interests in administering the ask me scheme, and that you consent to the usage. You have the right to complain to the UK Information Commissioner's Office if you feel your data has been used inappropriately. In addition, you have the right to request access to, correction, erasure or restriction of, or to object to the processing, as well as the right of data portability from Women's Aid/Welsh Women's Aid and/or their partner organisations (as applicable).

### Rehabilitation of Offenders Act 1974

- If you have an 'unspent' caution, conviction or bind over, please let us know.
- The fact that you have a criminal record does not automatically prevent you from being considered for the role. We will take into account the nature of the offence, when it happened and if it is relevant to the role. If you are shortlisted, this will be discussed with you in further detail individually.



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## Equal opportunities

- The information you provide is for monitoring purposes only and will not be used in any part of the recruitment process.

## Returning the form

- Please return the form to us by email. Applications for the scheme are rolling, however the final date for applications is 31st May 2017.
- We will inform all applicants whether they are successful at all stages of the scheme.

Please return your completed form by email to [askme@womensaid.org.uk](mailto:askme@womensaid.org.uk) along with the Statement of Commitment by your organisation. Some information from this form will be shared with your local authority's domestic abuse lead and with your local specialist domestic abuse service.

**ask me ambassador: expression of interest form**

### Personal information

Applicant name

Address

Contact number

Mobile

E-mail address

### Organisation and setting information

Organisation name and address

Description of organisation  
(eg. hairdresser, charity)

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Contact telephone number			
Which pilot site are you applying from?	Tri-Borough (London)	Brighton & Hove (East Sussex)	Powys (Wales)
How did you hear about ask me?			

For the below section, please refer to the 'Qualities of an ambassador' document – however don't worry if you don't have any formal experience, we just want to know about you and the kind of person you are. We are interested in relevant qualifications, and work and life experience, which are all equally important. Use additional sheets if necessary.

About you	
What interests you in becoming an ask me ambassador?	
What do you hope to be able to do with ask me/who are the customers/service users you are hoping to reach?	
<p>Have you been affected by domestic abuse in the past?</p> <p>*Please note: this question is optional and will not be shared with any partners</p>	<p><input type="checkbox"/> I have experienced domestic abuse in an adult relationship</p> <p><input type="checkbox"/> I have experienced domestic abuse as a child (under 18 years)</p> <p><input type="checkbox"/> Someone close to me has experienced domestic abuse</p> <p><input type="checkbox"/> I am not sure</p> <p><input type="checkbox"/> No</p>

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## Your skills and experience

What knowledge, skills and experience do you think you could bring to an ask me Ambassador role?

What is your level of knowledge around domestic abuse? i.e. have you attended previous training/ awareness raising events? If yes, please let us know when.

Note: any previous knowledge about domestic abuse is not necessary for the role.

Women's Aid and Welsh Women's Aid are committed to offering reasonable adjustments throughout the training for anyone attending. If you require any adjustments, including for visual or mobility impairments, please detail these here and we will do our best to accommodate you.

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## Employer's Commitment

For the ask me scheme to be successful, we need your employer to be as fully supportive of your role as possible. Therefore, we ask that your organisation signs the attached Statement of Commitment. Please indicate if your employer is happy to do this. Do get in touch if you have any concerns around this.

Signed copy of Commitment of Agreement attached	Yes		No	
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## Rehabilitation of Offenders Act 1974

Any information given will be considered only in relation to the particular post for which you are applying. If you have any criminal convictions, which are not spent, you must disclose those convictions. **Please provide full details of the offence(s), conviction(s) and caution(s), place them in a sealed envelope and send in a stamped addressed envelope to the Women's Aid HR Manager along with a short covering letter noting the role you are applying for, your name and address.** If you are not selected for the scheme, the stamped addressed envelope will be returned to you unopened.

NB: Applicants should be aware that providing false information to obtain a role with Women's Aid ior Welsh Women's Aid is a criminal offence (S16 Theft Act).

## Declaration

Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate, or should there be any willful suppression of any material fact, the candidate will, if appointed, be liable to be dismissed. I certify that to the best of my knowledge the information provided is correct and understand that this declaration constitutes part of the terms for involvement in the ask me scheme if I am successful. I confirm that I have read and understood how information relating to me will be used for the purposes of the Ask Me scheme and I hereby consent to that usage. You are entitled to withdraw your consent at any time by contacting Women's Aid/Welsh Women's Aid.

Signed*	
Dated	

Please complete and return the equal opportunities monitoring form and email or post it with your application form. You might want to take a copy of this form for your records first.

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ask me ambassador: equal opportunities form

## Equalities monitoring

We collect this information from everyone we work with, to make sure that our services are accessible to everyone in the community. All the information in this form will be kept confidential in line with our data protection policy. However, if you'd rather not share some of this information with us, it's OK - just tick the 'I'd rather not say' box, or just leave it blank.

How would you describe your gender?

- ☐ Female
- ☐ Male

- ☐ In another way: \_\_\_\_\_
- ☐ I'd rather not say

Is your current gender different to the sex you were assigned at birth?

- ☐ Yes
- ☐ No

- ☐ I'd rather not say

Do you consider yourself to have any kind of disability? (please tick any that apply)

- ☐ Physical
- ☐ Learning
- ☐ Mental Health
- ☐ Deaf/hearing impaired
- ☐ Blind/visually impaired

- ☐ Something else: \_\_\_\_\_
- ☐ I'd rather not say

How would you describe your ethnicity?

- ☐ White British
- ☐ White Irish
- ☐ White Gypsy or Irish Traveller
- ☐ Any other White background
- ☐ Asian British
- ☐ Asian Indian
- ☐ Asian Pakistani
- ☐ Asian Bangladeshi
- ☐ Any other Asian background
- ☐ Chinese
- ☐ Arab
- ☐ Any other ethnic group

- ☐ White and Black
- ☐ Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed/multiple background
- ☐ Black British
- ☐ Black African
- ☐ Black Caribbean
- ☐ Any other Black background
- ☐ In another way: \_\_\_\_\_
- ☐ I'd rather not say



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Do you have a faith/ religion?

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Muslim             |
| <input type="checkbox"/> Bahai       | <input type="checkbox"/> Shinto             |
| <input type="checkbox"/> Buddhist    | <input type="checkbox"/> Sikh               |
| <input type="checkbox"/> Christian   | <input type="checkbox"/> Zoroastrian        |
| <input type="checkbox"/> Hindu       | <input type="checkbox"/> Any other religion |
| <input type="checkbox"/> Jewish      | <input type="checkbox"/> I'd rather not say |
| <input type="checkbox"/> Jain        |   |

How would you describe your relationship status? (tick one option)

- |  |   |
|--|---|
| <input type="checkbox"/> Civil partnership | <input type="checkbox"/> Cohabiting but not married/CP      |
| <input type="checkbox"/> Married           | <input type="checkbox"/> In a relationship (not cohabiting) |
| <input type="checkbox"/> Divorced          | <input type="checkbox"/> Widowed                            |
| <input type="checkbox"/> Separated         | <input type="checkbox"/> Single                             |
|  | <input type="checkbox"/> I'd rather not say                 |

How would you describe your sexual orientation? (tick one option)

- |  |   |
|--|---|
| <input type="checkbox"/> Heterosexual/straight | <input type="checkbox"/> In another way:    |
| <input type="checkbox"/> Gay woman/Lesbian     | <input type="checkbox"/> I'd rather not say |
| <input type="checkbox"/> Gay man               |   |
| <input type="checkbox"/> Bisexual              |   |

Where did you see this role advertised?

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## ask me site statement of commitment

This section is for a manager at your organisation to complete. In the instance that the applicant is also the owner or a manager, then the applicant should also complete this form.

This statement of commitment is made by \_\_\_\_\_ (organisation/business) to agree to become an ask me site as part of the Women's Aid and Welsh Women's Aid ask me pilot scheme. The statement of commitment is designed to set out how the organisation will agree to support the ask me site and ambassadors during the pilot. Management agree to support the development of the ask me site and ambassadors:

- By committing to become an ask me site for the duration of the pilot (up to 18 months)
- By nominating two or more people (depending on the size of your organisation) to become ambassadors
- By allowing ambassadors approximately half an hour a month to complete a short log of their activities and interactions with survivors. This feedback will be shared anonymously with our funders and will inform our evaluation and future funding applications
- By supporting ambassadors to develop and manage the ask me site. This will be specific to each site and ambassadors will receive guidance on this, however this may look like:
  - briefing colleagues on what the ask me site is and the role of an ambassador
  - keeping publicity stocked in their setting/putting up posters or discreet flyers about domestic abuse/displaying the ask me logo in the site or on a website if more appropriate
  - offering a private space in which ambassadors are able to speak to survivors confidentially if appropriate in your setting

I have read and fully agree to this statement of commitment and look forward to being part of ask me and standing up against abuse.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

\*To be returned with the ambassador expression of interest form\*

ask me site statement of commitment

## Checklist for ask me sites

People experiencing domestic abuse have told us that feeling safe is key to speaking out and seeking help. We want to ensure that we deliver on this need. The responses you provide to the questions will help us understand the practices your setting has in place and will enable us to decide if it's appropriate to work together on the scheme.

Please provide a copy of the staff organisational structure (attached) ☐

### Please tick whether you provide the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Induction  | <input type="checkbox"/> Probation period                       |
| <input type="checkbox"/> Appraisal process  | <input type="checkbox"/> Staff training                         |
| <input type="checkbox"/> Criminal record checks                                       | <input type="checkbox"/> Disciplinary procedures                |
| <input type="checkbox"/> Complaints procedure   | <input type="checkbox"/> Domestic abuse as part of HR procedure |
| <input type="checkbox"/> Continuing professional development for staff and volunteers |   |

### Please describe briefly any of the above that you ticked:

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Does your organisation currently link in with any charitable or community-based schemes? E.g. Does the organisation have a Corporate Social Responsibility policy or team? Do you fundraise for any particular charity?

Please tick the following activities that you would be willing to undertake to make your location an **ask me** site:

- ☐ Permit more than one staff / volunteer / member to attend the two-day training
- ☐ Put an A3 poster on display (in reception or back of toilet door)
- ☐ Display leaflets
- ☐ Offer a private, confidential room for conversations to take place if a person discloses abuse
- ☐ Put an **ask me** sticker on your window to show the public your setting is a safe place to access information about domestic abuse (requires at least two trained **ask me** ambassadors on site and other members on site who are able to retrieve local domestic abuse contact details).
- ☐ Interested in fundraising for your local domestic abuse service

For office use only:	
Any possible conflicts of interest identified?	
Organisation expression of interest accepted?	
Yes	No