

Hi

Many thanks for your interest in becoming an administration volunteer for Equation. This letter will introduce you to what Equation does and let you know how you can get involved.

About Equation

Equation works across Nottinghamshire to prevent domestic abuse and reduce the harm it causes, by:

- Preventing abuse by educating children and young people about healthy relationships
- Reducing harm by training community professionals such as police officers and social workers
- Improving safety by providing information about local services
- Providing practical support for men experiencing domestic abuse
- Challenging damaging attitudes in campaigns about gender and relationships

Further information about Equation can be found on our [Equation website](#)

Administration at Equation

Our Administration team supports the work of Equation across the whole organisation. Join our busy and committed team in offering support to enable Equation's high-quality courses for young people and for workers in the domestic violence sector.

We are a small charity with a small admin team. Without the support of volunteers we wouldn't be able to effectively support Equation's domestic abuse prevention and harm reduction work... and that's where you come in!

Full details of the role are available in the role description (also on the website) and we will provide full support to help you enjoy and excel at your voluntary role.

Application and recruitment process

To apply, please download the application form from our website ([INSERT LINK](#)), complete and press 'Submit'. We will contact prospective volunteers as soon as possible and may invite you to come in for an informal discussion. Please be assured the informal conversation will *not* be an interview, just an opportunity to talk about the role, answer any questions and mutually assess whether Equation, the role, and the prospective volunteer are a good fit for one another.

Questions

If you have any questions, please don't hesitate to contact me on admin@equation.org.uk or 0115 962 3237

Yours faithfully

Joan Millband, Lead Administrator

admin@equation.org.uk 0115 962 3237