Freephone Support Line for Children & Young People: 0808 801 0422
Freephone Support Line for Women: 0808 802 5555
Business Line: 01383 732289
Web: www.fifewomensaid.org.uk
Email: info@fifewomensaid.org.uk

Refuge Properties Worker Ref:(RPW121136)
36 hours per week
£25,178

Fife Women's Aid are looking for a Refuge Properties Worker to join our team looking after, deep cleaning and equipping our refuge accommodation across Fife and ensuring it is presented to a high standard. Candidates should be willing to work as part of a team and be flexible in their approach.

Please join us for an online session to find out more about the role of FWA Refuge Properties Worker. This will be at **6.30pm on Tuesday 15th December 2026**. Please confirm your attendance to info@fifewomensaid.org.uk and we will send you details of the zoom meeting. We hope to see you there.

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

If you would like further information about the post, please contact Sheila Chappell, Business Manager on 07714 609389.

Applicants must meet the requirements of the job description to be shortlisted.

Closing date: **4.30pm on Wednesday 30th December 2026**
Interviews will be held: **Wednesday 13th January 2027**

Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community.

Job Ref RPW121136

Dear Applicant,

Thank you for your interest in the post of: **Refuge Properties Worker**

This document provides information on the Job Description for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

If you would rather we did not store your details please inform us.

Our Privacy Statement is available on our website http://www.fifewomensaid.org.uk/privacynotice/

Closing date: **4.30pm on Wednesday 30th December 2026**
Interviews will be held: **Wednesday 13th January 2027**

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

Kate McCormack

Kate McCormack
CEO

Fife Women's Aid Job Profile

Job Title:	Refuge Properties Worker

Fife Women's Aid (FWA) is a registered Scottish charity and a company limited by guarantee with over 30 years' experience of providing services to women, children and young people who have experienced domestic abuse.

Job Purpose

The purpose of this post is to provide domestic set up, cleaning and basic repair services for all Fife Women's Aid properties across Fife. This post contributes as a team member to meeting the aims and objectives of Fife Women's Aid and involves contact with women and children who have experienced domestic abuse.

Reporting to

Business/Team Manager.

Key Activities

- To work as part of the Refuge Properties team, with minimum supervision, to maintain high standards in all FWA premises.
- Carry out deep cleaning and preparation of vacated accommodation to achieve the turnover and reset of refuge properties within target times and to agreed standards.
- Maintain standards in all FWA offices and undertake cleaning tasks in FWA offices when required.
- Set up new properties including furnishings, equipment and utilities.
- Respond in a compassionate way during interactions with women, children and young people in refuge accommodation while maintaining appropriate boundaries for the role.
- Monitor keys, lock changes, access and security of FWA refuge accommodation and offices.
- Provide basic DIY, decorating and maintenance for refuge accommodation.
- Be responsible for collecting, receipting and lodging tumble dryer monies with the business support team in a timely way.

- Liaise with external contractors to allow access for repairs, maintenance, servicing and health and safety inspection of equipment in all FWA properties.

- Take responsibility for stock control of cleaning materials, equipment, linen and stores.

- If needed, assist FWA support workers with the co-ordination of packing and removal support for families moving out of refuge.

- Maintain accurate and up to date records on FWA database (Oasis) and ensure timely relevant communication with other teams.

- Take responsibility for own administrative tasks including photocopying and use of IT equipment.

- Comply with relevant health and safety legislation and good practice as set out in Fife Women's Aid Health & Safety policies and procedures.

- Perform other duties as reasonably required by the management team and show commitment to ongoing personal development including relevant training.

- Ability to travel within Fife, with a full driving licence and access to own transport with business user motor insurance.