

March 2019

Dear Applicant

Thank you for your interest in our vacancy for a part time Sports Activities Coordinator (6 hours a week). This post is on a one year contract.

Please find enclosed

* Job Description & Person Specification
* Application Form including Equal Opportunities Monitoring Form *(to be returned)*
* Equal Opportunities Statement

Please ensure that the application form is completed and returned to us as soon as possible.

*CVs may be attached, but will not form part of the process of deciding who will be interviewed.*

All completed **Application Forms** and **Equal Opportunities Monitoring Forms**, must be received at our offices no later than 12 noon on **Friday 29th March** **2019.** All applicants must complete the enclosed application form.

***Please make sure you address each of the person specification points labelled “Application Form” in your application (in the “Why you are the right person for this job” section.) You will not be invited to interview if you do not respond to one of these essential person specification points.***

Please note, interviews will take place on **Wednesday 3rd April 2019** in Ipswich so please keep this date free to be available for this. The successful applicant will start as soon as possible, subject to necessary notice.

Unfortunately, our office is only accessible via a staircase. We will do our best to accommodate anyone with a disability, but please be aware of this situation.

Yours faithfully

R. Crerar

Rebecca Crerar, Charity Manager, Suffolk Refugee Support.