

September 2021

Dear Applicant

Thank you for your interest in our vacancy for a part time Youth Sports and Activities Coordinator (8 hours a week). This post is for an initial 12 month contract period and you will mainly be based offsite at sports and youth club facilities. The full time salary for this role (35 hours) is £25,839 per annum (equivalent to £5,906 for 8 hours).

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** must be received by email to [eroberts@suffolkrefugee.org.uk](mailto:eroberts@suffolkrefugee.org.uk) no later than 12 noon on **Thursday 21st October 2021.** They can also be sent via post by the same date.

***Please make sure you address each of the person specification points found in the job description 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 these essential person specification points.***

Please note, we expect interviews will take place on **Tuesday 2nd November.** If possible please make sure you have availability on this date. The successful applicant will start as soon as possible, subject to necessary notice.

Finally, please be aware that our offices are accessed via a steep staircase – we will endeavour to accommodate staff with mobility issues as far as possible, but it may mean working in an alternative location.

We look forward to receiving your application.

Yours faithfully

E. Roberts

Ellie Roberts, Operations Manager, Suffolk Refugee Support.