

October 2021

Dear Applicant

Thank you for your interest in our vacancy for an Employment &

Training Advice Worker. This part time post (28 hours per

week) is until the end of March 2022 with a strong possibility of

extension (or TUPE option) dependent on programme contract

renewal and funding. You will be partly based at our offices in

central Ipswich, and partly based at locations around the county. The

salary for this role is £19,366per annum (pro rata from £24,208FTE for 35 hours per week)

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 **Friday 29th 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 Wednesday 3rd 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.