

May 2022

Dear Applicant

Thank you for your interest in our vacancy for a Youth Projects Coordinator. This part time post (28 hours per week) is for an

initial one year contract. You will be partly based at our office in central

Ipswich and partly at different locations around the county.

The salary for this role is £21,085 (pro rata from £26,356 for

35 hours FTE).

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. Please send this through as a word document. Please do not send through as a PDF.

*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 **Monday 6th June at 12 noon.** 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 14th June. If possible please make sure you have availability on this date. We will notify applicants who have been shortlisted for interview by Friday 10th June. 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.