

August 2022

Dear Applicant

Thank you for your interest in our vacancy for a Receptionist & Administrative Officer. This is a full time post (35 hours per week) but with part time hours or job share considered (please indicate when applying) on an initial one year contract. You will be based at our office in central Ipswich with occasional travel around the county. The salary for this role is £21,856 per annum.

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) or by post no later than 12 noon on **Friday 9th September.**

***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 in our office in Ipswich on Wednesday 14th September. If possible please make sure you have availability on this date. We will aim to notify applicants who have been shortlisted for interview by Monday 12th September. 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.