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April 2024

Dear Applicant

Thank you for your interest in our vacancy for an Afghan Resettlement Programme Advice Worker. This role is 28 hours per week on an initial fixed term contract until 30th June 2025. You will be partly based at Suffolk Refugee Support offices, 38 St Matthew’s Street, Ipswich, IP1 3EP and partly at locations around Ipswich and the county. The salary £21,191 per annum for 28 hours a week (pro rata from £26,489 FTE).

Please see accompanying documents:

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

Please ensure that the application form is completed and returned to us before the deadline. 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 [HR@suffolkrefugee.org.uk](mailto:mwalker@suffolkrefugee.org.uk) or by post no later than **12** **noon** **8th May 2024.**

***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 **15th May.** If possible, please make sure you have availability on this date. We will aim to notify applicants who have been shortlisted for interview **by 10th May.** 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

M. Walker

HR and Training Officer, Suffolk Refugee Support.