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May 2024

Dear Applicant

Thank you for your interest in our vacancy for an Advice Service Manager. This role is 35 hours per week on a permanent contract. You will be based mainly at our office in central Ipswich, but you may also be asked to work at different locations around the county. The salary for this role is £32,837 per annum.

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:hr@suffolkrefugee.org.uk) or by post no later than 12 noon on **Wednesday 29th October.**

***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 **Thursday 6th June.** If possible, please make sure you have availability on this date. We will aim to notify applicants who have been shortlisted for interview by **Tuesday 4th 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

M. Walker

HR and Training Officer, Suffolk Refugee Support.