

December 2020

Dear Applicant,

Thank you for your interest in the post of DAHA Development Manager post. The closing date for completed application forms is Thursday, 24th December 2020 at 9:00am. Please use the application form provided. Short listing will be based on the selection criteria supplied, please address each criterion specifically and clearly.

Please return the completed application and diversity monitoring form by email to admin@standingtogether.org.uk. When we receive your application, a confirmation of receipt will be sent. Please ensure that you receive a confirmation email as we are unable to accept applications submitted after the deadline of 24th December 2020 at 9.00am.

We will only accept application forms by email as due to the COVID19 our offices are not open and therefore unable to access our post.

Shortlisting is carried out objectively by assessing the information you provide against the selection criteria of the job. If you are shortlisted, you will be contacted and invited to attend an interview. We will also advise you if we need you to do a skills test or presentation.

Appointment will be subject to receipt of two satisfactory references. We may apply for references **before** the interview. If this is not possible, please indicate this on your application form. If you would like to have an informal conversation about the post, please email admin@standingtogether.org.uk with your telephone number and we will arrange for someone to call you back.

Please find attached/enclosed the following:

1. Job Description
2. Selection Criteria
3. Application Form
4. Equality Statement
5. Diversity Monitoring Form
6. Information about Standing Together
7. Job Applicant Privacy Notice

We look forward to receiving your application.

Yours faithfully



Gudrun Helevuo – Burnet
CEO

Phone: 020 8748 5717 Email: admin@standingtogether.org.uk www.standingtogether.org.uk