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Dear Applicant

**POST: Innovation & Voice Programme Officer**

**Full-time permanent post (35 hours per week)**

**24 months (fixed term), with possible extension subject to funding**

Thank you for requesting an application pack for the above position. The application pack is enclosed and contains the following:

* Application Form & Fair Employment Monitoring Questionnaire
* Background Information
* Job Description and Person Specification
* Privacy Notice for Job Applicants
* Fair Employment Monitoring Form Envelope

## Completing the Application Form

If you wish to be considered for this position, please complete, sign and return the application form no later than ***12 noon on 22/11/2019.*** (An electronic form will be accepted if an electronic signature is included.)

Please do not send a C.V. as this will not be considered by the Panel. You should refer to the Person Specification when completing the form. Only those applicants who provide evidence of meeting the short-listing criteria will be invited for an interview. Please do not make general statements without providing details and examples.

## Monitoring

The Community Foundation is committed to ensuring equality of opportunity in its recruitment practice. Under N.I. legislation, we are required to monitor the community background of all job applicants. A Fair Employment Monitoring Questionnaire is enclosed which you should complete and return to the Monitoring Officer with your application. This will be treated with the utmost confidentiality.

**Privacy Notice**

A copy of our Privacy Notice for Job Applicants is included to inform you how we will collect, process and store your personal data.

**Closing Date**

The closing date for receipt of completed applications is **12 noon on 22/11/2019.**

Yours sincerely

Paula Gourley

Executive Officer

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