



Dear Applicant

POST: Grants Coordinator - Health Funds
Full-time fixed term post (35 hours per week) to 31 March 2024

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

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

Completing the Application Form

If you wish to be considered for this position, please complete, sign and return the application form no later than **Monday 7 June 2021 at 4.00 p.m.** to fotoole@communityfoundationni.org

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 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 **Monday 7 June 2021 at 4.00 p.m.**

Yours sincerely

Fiona O'Toole
Chief Financial Officer

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