



January 2022

Dear Applicant

**POST: Media and Communications Manager**  
**Full-time permanent post (35 hours per week)**

Thank you for your interest in the above position. The application pack contains the following:

- Application Form & Fair Employment Monitoring Questionnaire
- Background Information
- 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 by email no later than **12 noon on Monday 14 February 2022**.

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.

Yours sincerely

Fiona O'Toole  
Chief Financial Officer

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