



Dear Applicant

**POST: Grants Manager**

**Permanent (35 hours per week)**

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

**Completing the Application Form**

If you wish to be considered for this position, please complete, sign and return the application form no later than **12.00 noon on Thursday 21 July 2022**. (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 **12.00 noon on Thursday 21 July 2022**.

Yours sincerely

Fiona O'Toole  
Director of Operations