

February 2020

Dear Applicant

Re: Multi Agency Risk Assessment Conference (MARAC) Support Officer

Thank you for your interest in the post of Multi Agency Risk Assessment Conference (MARAC) Support Officer. The closing date for completed application forms is 9:00am, Thursday 12th March 2020. We only accept application completed on our forms, which is included in the pack on our website.

Please return your completed application and Equality 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 9:00am Thursday, 12th March 2020.

We will also accept application forms by post to the Standing Together Office (address below). Please enclose a stamped address envelope for a reply. Please note we do not accept Curriculum Vitae's (CVs).

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. Interviews will be held at Standing Together offices in West London

Appointment to the role 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 call on 020 8748 5717.

Please find attached/enclosed the following:

- Job Description
- Person Specification
- Application Form
- Equality Statement
- Diversity Monitoring Form
- Information about Standing Together
- Job Applicant Privacy Notice

Yours faithfully



Gudrun Helevuo-Burnet
Chief Executive Officer

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

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Charity Number: 1088844 Company Number: 4283131 Registered Office as above

