

STANDING together

against domestic violence

July 2017

Dear Applicant

Thank you for your interest in the post of Office Manager. The closing date for completed application forms is 9:00am Thursday, 20th July 2017. Please use the application form provided. Short listing will be on the basis of the selection criteria supplied, please address each criterion specifically and clearly.

Please return the completed application 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, 20th July 2017.

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).

If you are shortlisted for interview, we will contact you by telephone or email and notify you of the interview date. Interviews will be held at Standing Together offices in West London.

Appointment 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 phone me at Standing Together on 020 8748 5717.

Please find attached/enclosed the following:

1. Job Description
2. Selection Criteria
3. Application Form
4. Equality Statement
5. Diversity Monitoring Form
6. Information about Standing Together
7. Copy of the Job Advertisement

We look forward to receiving your application.

Yours faithfully



Nicole Jacobs
Chief Executive

Phone: 020 8748 5717

Email: admin@standingtogether.org.uk
www.standingtogether.org.uk

Fax: 020 8748 5921

Room 44D, 4th Floor, Polish Centre, 238-246 King Street, London W6 0RF

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

