

September 2018

Dear Applicant

Thank you for your interest in the post of Multi Agency Risk Assessment Conference (MARAC) Administrator role. The closing date for completed application forms is 10am, Wednesday 17th October 2018. We only accept application completed on our forms, which is included in the pack on our website.

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 10am Wednesday, 17th October 2018.

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. We will also advise you if we need you to do anything else such as a skills test or presentation.

Interviews will be held at Standing Together offices in West London, including the Bristol based role.

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 me at Standing Together on 020 8748 5717.

Please find attached/enclosed the following:

1. Job Description
2. Person Specification
3. Application Form
4. Equality Statement
5. Diversity Monitoring Form
6. Information about Standing Together
7. Job Applicant Privacy Notice

Yours faithfully



Nicole Jacobs
Chief Executive

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

