

May 2019

Dear Applicant,

Thank you for your interest in the post of DAHA Events and Project Officer. The closing date for completed application forms is Monday 3rd June at 9am. To apply, please send your CV and a supporting statement that speaks to the job description and selection criteria for this post.

Please submit your CV, supporting statement and diversity monitoring form by email to admin@standingtogether.org.uk. When received, 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 Monday 3rd June at 9am.

We will also accept application forms by post to the Standing Together Office (address below). Please enclose a stamped address envelope for a reply.

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 on Friday 7th June 2019.

Appointment will be subject to receipt of two satisfactory references. We will speak to you before we contact your referees.

If you would like to have an informal conversation about the post, please phone Rebecca Vagi at Standing Together on 020 8748 5717.

Please find attached/enclosed the following:

1. Job Description
2. Selection Criteria
3. Equality Statement
4. Diversity Monitoring Form
5. Information about Standing Together
6. Job Applicant Privacy Notice

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

