July 2021

Dear Applicant,

**Thank you for your interest in the post of SAVTE Digital Inclusion and Communications Project Worker.**

**Please make sure you download the following from our** [**website**](http://savte.org.uk/?page_id=2024&preview=true)**:**

* *Job Description*
* *Person Specification*
* *Terms and Conditions*
* *Application Forms* ***A*** *and* ***B***
* *Background Information - \**Please refer to SAVTE’s website for background information including our recent annual report.

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Please email your completed applications to maymona@savte.org.uk, by **5pm on Thursday 22nd July 2021. *Please note we ALWAYS acknowledge receipt of applications, so if you do not receive a response please get in touch as it means it has not arrived.***

How to apply:

1. Complete **Application Form A** (or submit your CV).

**and**

1. Complete **Application Form** **B** or submit a statement.

**and** to help us with our monitoring and improving future recruitment

1. Complete the **online Equal Opportunities Form** (this will take less than a minute).

Please note that we will shortlist applicants based on how they meet the person specification for this role.

To do this we will read your Application Form B to find out how your skills, knowledge and experience match the requirements we have listed in the ‘Person Specification’ document.Therefore **please read the ‘Person Specification’ document carefully and spend time telling us about all your skills, knowledge and experience** that are relevant to this job.

We want our approach to recruitment to be fair and open to anyone from any background, and are looking for people who will bring a range of experiences and perspectives to the team. There will always be opportunities for training and development, so please do not be put off by all the criteria in the person specification.

We aim to inform shortlisted candidates by Wednesday 28th July 2021**,** and if you have not heard from us by this date, then it means that your application on this occasion has been unsuccessful. However, if you would like feedback I will be happy to provide this, in the first instance by email.

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**Interviews will be on 5th August 2021.**

**Please ensure we have an email or telephone number that we can contact you on,**

Yours sincerely,

Hannah Thornton

Programme Director