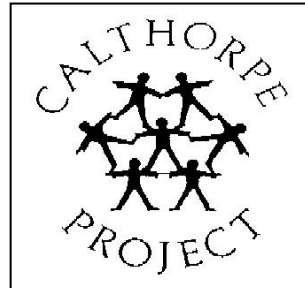


March 2019



258-274 Grays Inn Rd
London WC1X 8LH
020 7837 8019

Dear Candidate,

Thank you for your interest in the post of Children's Weekend Sport & Physical Activity Co-ordinator.

The deadline for returning completed applications is **Monday April 1st** 2019 at 5pm. Interviews take place **Saturday April 6th** and applicants who have been successfully shortlisted will be contacted by Thursday April 4th. Due to time constraints, only applicants who are to be interviewed will be contacted.

Candidates will be shortlisted solely on the information contained in their application form. It is important that you demonstrate how your experience, knowledge and skills address the requirements of the post as set out in the Job Description. To be shortlisted you will have to **demonstrate that you meet all the elements of the Essential Criteria** in the Person Specification.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. As you are applying for a post which will bring you into direct contact with vulnerable groups, including children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application. The successful candidate will be required to obtain a new DBS form.

The Calthorpe Project is an equal opportunities employer and positively welcomes applications from all sections of the community. We have facilities for people to wash and to pray, we have onsite car parking and our site is wheelchair accessible. If you require any adjustments because of a disability during the shortlisting and interview process, please let me know.

I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads 'L. Gates'.

Louise Gates (Director)