Emmaus South Wales

6 Caroline Street

Bridgend

CF31 1DQ

Email: info@Emmaussouthwales.org.uk

**September 2019**

Dear Applicant,

**Community Manager Vacancy**

Thank you for your interest in working for Emmaus South Wales. I have pleasure in enclosing the Job Description, Person Specification, and an Application Form, for the above vacancy.

In addition to the above, also enclosed is some information on Emmaus South Wales, together with a copy of our Statement on the Recruitment of Ex-Offenders, Equal Opportunities Monitoring Form, and additional details form.

Please return your application form, equal opportunities monitoring form, and any additional information marked for the attention of Jemma Wray, to us at the above address before the closing date of **12 noon October 21st 2019**. **Please mark the envelope ‘Private and Confidential’**. Please note that applications received after this time will not be considered. You must complete an application form, CVs will not be considered

Interviews will take place on **Friday 1 November 2019**. Please note that only short-listed candidates will be notified. Therefore if you have not received an invitation for interview one week after the closing date I regret that on this occasion your application has been unsuccessful.

Should you be invited for interview, please bring with you proof of your ‘right to work in the UK’, e.g. your passport, and original certificates of relevant essential qualifications.

If you would like to discuss the post informally please contact me as detailed below. I look forward to receiving your completed application.

Yours sincerely,

**Jemma Wray**

Chief Executive

Mob: 07741 739738

Email: jemma@emmaussouthwales.org.uk

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