



Bilingual Diversity and Inclusion Link Worker NOTES FOR APPLICANTS

PLEASE READ CAREFULLY BEFORE APPLYING

Applications - If you meet the requirements of the Person Specification and would like to apply for this post, please email a covering letter and completed application form to info@beingthere.org.uk - if you do not have access to email you may post the letter and form to:

- Chief Executive, Being There, The Grange, Pilgrim drive, Manchester, M11 3TQ. We will contact those short-listed for interview by telephone, so please include a **contact telephone number** with your application.

Closing date for all applications is **5pm Monday 26th July**.

Equal Opportunities – Being There aims to promote equal opportunities in employment and will assess applicants' suitability without regard to age, sex, gender, marital status, nationality, sexual orientation, ethnic origin or disability.

Acknowledging Applications - We hope you will understand that due to our limited resources we are not able to acknowledge applications by post. Those invited for interview will be contacted by **Friday 30th July 2021 at the latest**. If you have not heard from us by then, please assume your application has been unsuccessful on this occasion.

The Selection Process - The selection process will involve an interview. Further details will be supplied if you are invited for interview.

Interviews will be **Monday 23rd August 2021**.

The Successful Candidate - The successful candidate will require a Disclosure and Barring Service Enhanced Disclosure and 2 references. The appointment will be for a fixed term of 12 months in the first instance. Annual Leave entitlement will be proportionate to completed months of service in the leave year running from 1st April 2021 to 31st March 2022. A full year's entitlement is 27 days plus the standard 8 English Bank Holidays pro rata. Leave will be an accrued entitlement for this post.

Being There pay a car and mileage allowance (details on application).

Further Information - Please take the opportunity to find out more about **Being There** on our website at: www.beingthere.org.uk.