

Date as Postmark

Dear applicant

**Re: Community Employment Facilitator (maternity cover)
Fixed Term Contract to 31 March 2025, with likely extension to September 2025
(subject to funding)**

Thank you for your interest in the above post. In the attached application pack you will find:

- **Job Description** (including a summary of the role requirements for the post and a person specification)
- **Guidance notes**
- **Why work for us**
- **Annual Report**
- **Safeguarding Policies**
- **Equality Monitoring form** (optional)

Please ensure you read the guidance notes thoroughly before completing your application form. All posts are subject to DBS checks.

- **Deadline** for this post is: Monday 9 September 2024 (9am)
- **Interviews** will take place on in person in central Brighton over 2 dates: Tuesday 17 September (am) and Thursday 19 September (pm).

If you should require any assistance or further information, please do not hesitate to contact us.

Yours sincerely

Natasha Barefield

Natasha Barefield
Community Engagement & Co-production Lead