



Dear Applicant

Thank you for the interest you have shown in this role.

We are pleased to provide the following information for the role of Communications Assistant at Churches Together in England:

- Information on the application process and proof of eligibility to work in the UK
- Copy of the advert
- Background information about Churches Together in England
- Role description
- Person specification
- Equality and Diversity monitoring form
- Application form.

We hope that you will feel able to submit an application for this role and we look forward to receiving it in due course.



HOW TO APPLY

Please read through all the information carefully before beginning your application.

If you then decide you wish to apply for the position, please complete the enclosed application form. You should fill in the form step by step, noting the following points:

- Make sure the information given is accurate by checking for errors after you have filled in the form.
- The supporting statement section is your opportunity to 'sell' yourself. In answering this section, it is important to provide evidence of your knowledge and skills as they relate to the post, particularly the person specification. This contains the criteria against which you will be assessed. Merely stating that you are good or competent at something will score fewer points than if you are able to support your statements with work-based examples. You may also include hyperlinks to communications which you have been involved in creating in the past. Please do not assume that we have prior knowledge of your capabilities.
- Use as much space as is required for each section.
- Do not attach a CV as it will not be accepted.

Completed application forms should be sent by email to Lorraine Shannon at lorraine.shannon@cte.org.uk

Applications need to be received by **9am on Friday 31st January 2020.**

Shortlisting will be carried out thereafter and all those invited to interview will be contacted following this. Interviews will be held on **Tuesday 11th February 2020.**

Those invited to attend an interview will be required to come to 27 Tavistock Square, London WC1H 9HH.



APPLICATION PROCESS

1. After the advertised deadline date, all application forms will be processed. Late application forms will not be considered.
2. The first page of the completed application forms will be detached by the administrator and used for monitoring purposes only. This will also apply to the equality and diversity monitoring form, should you choose to submit this.
3. Shortlisted applicants will be notified of interview times and the format of the interview.
4. Unsuccessful applicants will be contacted according to the volume of applications. If you have not heard by Wednesday 5th February, please assume your application was unsuccessful.
5. Once all interviews have taken place, applicants will be contacted and told of the outcome by phone/letter and a provisional job offer will be made to the successful applicant.

NB: Please note that shortlisted applicants must bring with them their proof of eligibility to work in the United Kingdom at the point of interview. This is most commonly a UK passport, but more information on this can be found at <https://www.gov.uk/check-job-applicant-right-to-work>