



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 Principal Officer for Pentecostal, Charismatic and Multi-cultural Relations of 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. 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 applications must be submitted in word version, in order for the first page to be detached, and sent by email to Lorraine Shannon at lorraine.shannon@cte.org.uk

Applications need to be received by **12 noon on Friday 30th October 2020.**

Shortlisting will be carried out thereafter and all those invited to interview will be contacted following this. Interviews will be held **w/c 16th November 2020.**



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 form will be detached by the Operations Manager 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 Friday 13th November 2020, 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> .