

September 2024

Dear Applicant,

313 Communications Team Administrator

Thank you for your enquiry regarding the above role. For your information, I enclose the following documents:

- Job description/person specification
- Application Form
- Copy of the advertisement for the post

Please read the above information documents carefully before proceeding with your application.

If you wish to apply for the post, please complete the attached/enclosed application form by the closing date for applications which is **12 noon on 15th October 2024**. Applications should be clearly marked with the post you are applying for and addressed for the attention of the HR department.

If you wish to submit your application form electronically, you will be asked to sign a copy of this in the event that you are requested to attend an interview. Please email completed application forms to HR@dioceseofsalford.org.uk.

Question 6 of the application form invites you to describe in detail your competencies, skills and experience required for this post. Short-listing is based on how well you demonstrate your ability to meet the essential criteria as outlined in the job description and person specification.

If you are invited to attend an interview you will be required to provide evidence of your professional qualifications and memberships and your eligibility to work in the UK.

We welcome applications from those with disabilities. Should you require any reasonable adjustments to be made in the event that you are invited for interview you will be invited to notify us of these if you are short-listed for the post.

Should you have any further questions about this post please do not hesitate to contact HR@dioceseofsalford.org.uk.

Yours sincerely,

HR department