t: 01483 776 868
admin@yoursanctuary.org.uk
www.yoursanctuary.org.uk
15a Monument Way East
Woking, Surrey GU21 5LY

Dear applicant,

Application for the post of Adult Community Service Lead

Thank you very much for your interest in the above post. To confirm the post will be for 36 hours per week Monday to Friday. The salary range is £36,000 to £40,000 per annum depending upon experience. A job description/person specification for the role can be downloaded from our website: https://www.yoursanctuary.org.uk/jobpost1

If you would like to apply, please send your CV and a covering letter to admin@yoursanctuary.org.uk by 9am Monday 13th June 2022. Applications will be considered upon receipt so please note that the post may be offered at an earlier date. In your covering letter please include a supporting statement on how your skills, experience and/or knowledge enable you to meet the requirements set out in the person specification/job description for this post. We would also appreciate you completing and returning our Equality and Diversity Monitoring form which will be kept separate from your application and is for monitoring purposes only.

If you have not been contacted by Monday 20th June then your application has been unsuccessful on this occasion.

Successful applicants will need to have a full driving licence and access to a reliable car for work purposes. Any offer will be subject to acceptable references. At Your Sanctuary, we welcome applications from all diverse communities and all backgrounds, including those with a criminal record, subject to a risk assessment. Due to the nature of the work involved in this post, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and it is therefore a condition of employment that all convictions are disclosed in advance and a Disclosure and Barring Service check will be required. Your Sanctuary has an Employment of Ex-offenders policy of which a full copy can be requested at any time.

Please note that we are required by law to ensure that all employees have the right to work in the UK. If offered the position you will be required to prove your right to work by providing one of the following: National Insurance Number Card; P45/P60; Work Permit.

Yours faithfully

Fiamma Pather
CEO