

**November 2020**

**Dear Applicant,**

Thank you for your interest in the Partnerships Officer post for our BAME Disparities Project.

This is an exciting new Project for THCVS that builds on our experience during the Pandemic and we hope will be the catalyst for new programmes of work that we will be developing over the next year. Included in the attached application pack is a brief with details of the Project Programme.

The following documents are attached to assist you with your application.

Project Brief  
Job description and Person Specification  
Application form  
Equality and Diversity Policy  
Equality and Diversity monitoring form  
Privacy Notice

If you have any questions or would like an informal discussion about the post, do get in contact with me at [peter.okali@thcvs.org.uk](mailto:peter.okali@thcvs.org.uk)

The closing date for applications is **9am on Thursday 3<sup>rd</sup> December. Applications received after 9am will not be considered as we will be shortlisting that morning.**

**Completed applications and monitoring forms to be submitted by email to [peter.okali@thcvs.org.uk](mailto:peter.okali@thcvs.org.uk)**

Interviews are scheduled for the following Friday 11<sup>th</sup> December. Successful applicants will be notified of the interview arrangements by Monday 7<sup>th</sup> December.

Please note that interviews will be held online in Zoom.

Thank you again for your interest in this role. I wish you well with your application.

Best wishes

**Peter Okali**  
CEO