



Community Foundation
NORTHERN IRELAND

connecting people who care
with causes that matter

23rd May 2018



Dear Applicant

**POST: Community Development Officer – Peace Impact Programme
Full-time (35 hours per week), Fixed-Term Post**

Thank you for requesting an application for the above position. Enclosed in this pack you will find:

- Application Form
- Job Description and Person Specification
- Equal Opportunities Monitoring Form and Envelope

Completing the Application Form

If you wish to be considered for this position, please complete, sign and return the application form no later than **12 noon on Wednesday 6th June 2018**. (An electronic form will be accepted if an electronic signature is included.)

Please do not send a C.V. as this will not be considered by the Panel. You should refer to the Person Specification when completing the form. Only those applicants who provide evidence of meeting the short-listing criteria will be invited for interview. Please do not make general statements without giving details.

Monitoring

The Community Foundation is committed to ensuring equality of opportunity in its recruitment practice. Under N.I. legislation, we are required to monitor the community background of all job applicants. An Equal Opportunities Monitoring Form is enclosed which you should complete and return to the Monitoring Officer with your application. This will be treated with the utmost confidentiality.

Closing Date

The closing date for receipt of completed applications is **12 noon on Wednesday 6th June 2018**.

Interviews will take place on either Thursday 14th or Friday 15th June 2018.

Yours sincerely

Betty McNally
Office Manager

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