

14 October 2020

Dear Applicant,

Thank you for responding to the advertisement for the role of **Digital Manager** with Changing Faces. Together with this letter please ensure that you have downloaded the following information from our website:

- Job Description and Person Specification
- Application Form
- Applicant Privacy Notice
- Criminal Records Disclosure and Recruitment of Ex-Offenders Policy and Procedure

Further background information about Changing Faces can be found on our website <https://www.changingfaces.org.uk/about-us>.

If you have any further questions about the role before making an application, then please email Giulietta Driver, Executive Assistant on giuliettad@changingfaces.org.uk

To apply for the role, we ask that you submit a completed application form only - CVs are not acceptable. In addition, you are asked to voluntarily undertake a brief equalities monitoring exercise via <https://www.surveymonkey.co.uk/r/ChangingFacesEandDSurvey>.

The closing date for this position is **Tuesday 27 October 2020 at 12pm (midday)** and we plan to short list soon after this date. We will contact you once short listing has been completed to advise you of the outcome of your application.

Finally, please ensure that your application form is returned to Giulietta Driver, Executive Assistant at: giuliettad@changingfaces.org.uk to be received on or before the closing deadline.

Thank you for the interest you have shown in Changing Faces.

Kind regards

Yours sincerely,

Becky Hewitt
Chief Executive Officer