

Dear Applicant

## Communications and Engagement Officer (maternity cover)

Thank you for your interest in the post of Communications and Engagement Officer at Nottingham Community and Voluntary Service (NCVS).

Please find enclosed:

- Guidance Notes: Applying for a Job with NCVS.
  - It is essential that you read these notes carefully **before** you complete your application form.
- Application Form
- Equality and Diversity Monitoring Form (last page of Application Form)
- Job Description
- Person Specification
- Positive about Individuals Statement

General information about NCVS can be found on our website:

<https://www.nottinghamcvs.co.uk>.

Please return your completed application by 12 noon on Monday 31 January 2022 to:

[recruitment@nottinghamcvs.co.uk](mailto:recruitment@nottinghamcvs.co.uk)

We are presently only accepting applications via email. If you require a different method of delivery please call 0115 934 8400.

Please note that late or incomplete applications will not be accepted.

Interviews will take place week commencing 7 February 2022, so please ensure you will be available then prior to applying for this vacancy.

We wish you luck and look forward to receiving your application.