

February 2021

Dear Applicant

Team Assistant Role

Thank you for your interest in the above post. It is a new role which will provide essential support to the team, particularly around digital services, as we continue to adapt and strengthen our offer to voluntary and community groups in Richmond.

You may already work in the voluntary sector, or perhaps you are keen to do so, but as long as you can demonstrate that you have the key digital and organisational skills required, together with a personable approach and attention to detail, we would very much like to hear from you.

Please see the following documents that make up the application pack:

- Job Description
- Person Specification
- Summary Terms and Conditions of Employment
- Background information
- Diversity and Equal Opportunities Monitoring Form
- Application Form

To apply for this post, please complete the Application Form. You should address the points as set out in the Person Specification giving as much detail as possible. **Please do not send a CV as this will not be considered.**

We should be grateful if you would also complete and return the Diversity and Equal Opportunities Monitoring Form. As a Disability Confident employer, we are committed to offering an interview to all applicants who meet the minimum criteria for a job vacancy and all will be considered on their abilities. If you wish your application to be considered in relation to this commitment, please make this clear in your email when you return the completed forms.

Please send your completed application to jobs@richmondcv.org.uk, quoting Team Assistant in the subject line. **The closing date for receipt of completed applications is Monday 15th March at 9.00 a.m.** Applicants invited for interview will be notified by email and/or telephone by 5.00 p.m. on Thursday 18th March.

Interviews will be held on Thursday 25th March and will take place on Zoom due to the current pandemic.

We look forward to receiving your application.

Yours sincerely

Kathryn Williamson
Director