



LUTON IRISH FORUM

WELFARE, SOCIAL & CULTURAL OPPORTUNITIES

August 2020

Dear Candidate

Thank you for expressing an interest in the Office Manager position at Luton Irish Forum.

Please find enclosed the following documents:

- Job Description and Person Specification
- Application Form
- Equalities Monitoring Form

You can find further information on our services and activities by going to our website www.lutonirishforum.org.

If you feel you meet the requirements of the post, we welcome an application from you. **Please do not send any additional material or your CV, as this will not be considered in assessing your application.**

Please return the application and equalities monitoring form, by hardcopy if possible to reach Luton Irish Forum, 102 Hitchin Road, Luton LU2 0ES or email info@lutonirishforum.org by **12noon on Friday, 11 September 2020.**

Soon after the closing date, contact will be made with applicants who have been selected for interview, to be held on **Friday, 18 September 2020.** As part of the interview process, you will be asked to complete a written exercise.

We will contact you to let you know if you have been successful or unsuccessful within the selection process.

Good luck with your application.

Yours sincerely

Noelette Hanley
Chief Officer