

t: 0121 647 1960 (ask for Adavu)
e: info@adavu.org.uk
w: www.adavu.org.uk

Twitter: @AdavuProject
Facebook: AdavuProject



Director of Adavu

Thank you for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

- Job Description and Person Specification
- Application form
- Equality and Diversity Monitoring Form
- Privacy Policy

If you wish to make an application, please complete the form and return it by email to info@adavu.org.uk **by midnight** on the closing date which is **Friday 25th October 2024**. It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please also return the completed Equality and Diversity Monitoring Form.

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview on **Monday 4th November 2024 at our Balsall Heath offices in Birmingham**. We will do our best to write to applicants who are not shortlisted, but if the response to the vacancy is substantial this may not be possible. In this case if you do not receive an invitation within two weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours faithfully,

Ian Howarth

Adavu Chair of Trustees

Adavu CIO is a registered charity in England and Wales (no. 1199391)

Registered Address: Jericho Building, 196-198 Edward Road, Balsall Heath, Birmingham, B12 9LX



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