

EALING ROAD METHODIST CHURCH



Ealing Road, Wembley, HA0 4BN

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PRIVATE AND CONFIDENTIAL

28th May 2024

Dear Applicant,

POST OF CHURCH ADMINISTRATOR

Thank you for your interest in Ealing Road Methodist Church and 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
- An equality and diversity monitoring form

If you wish to make an application, please complete the application form and return it to admin@ermchurch.com by 12:00 noon on the closing date which is Friday 28th June 2024. It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these forms the basis of our shortlisting process.

For details on how we use the information you provide during the course of a job application, please see our privacy notice which is available from: <https://www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice>

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 Friday 19th July 2024. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three 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 sincerely

Sophia Odoom
Church Administrator