

Dear applicant

**Re: Application for the post of Outreach Children's Worker (20 hours per week) or Outreach Children's Worker (20 hours per week term time only)**

Thank you very much for your interest in the above post(s). One post will be for 20 hours per week and one for 20 hours per week (term time only). The starting salary will be pro rata to £22,000-£24,000 per annum (negotiable). There will be some flexibility in terms of working pattern. A full job description and person specification for the role can be downloaded from our website: [www.yoursanctuary.org.uk](http://www.yoursanctuary.org.uk)

If you would like to apply, please send your CV and a covering letter to [admin@yoursanctuary.org.uk](mailto:admin@yoursanctuary.org.uk) by 9am Monday 30<sup>th</sup> July 2018, although applications will be considered upon receipt so please note that the post may be offered at an earlier date. In your covering letter please include a supporting statement on how your skills, experience and/or knowledge enable you to meet the requirements set out in the person specification/job description for this post. We would also appreciate you completing and returning our Equality and Diversity Monitoring form which will be kept separate from your application and is for monitoring purposes only.

Successful applicants will need to have a full driving licence and access to a reliable car for work purposes. Any offer will be subject to acceptable references. At Your Sanctuary, we welcome applications from all diverse communities and all backgrounds, including those with a criminal record, subject to a risk assessment. Due to the nature of the work involved in this post, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and it is therefore a condition of employment that all convictions are disclosed in advance and a Disclosure and Barring Service check will be required. Your Sanctuary has an Employment of Ex-offenders policy of which a full copy can be requested at any time.

Please note that we are required by law to ensure that all employees have the right to work in the UK. If offered the position you will be required to prove your right to work by providing one of the following: National Insurance Number Card; P45/P60; Work Permit.

We look forward to receiving your application.

Yours faithfully

**Denyse Gylsson**  
**Operations Manager**