



October 2020

Dear Applicant

RE: Application Pack: Operational Manager

Thank you for your enquiry and interest in the above vacancy at Diversity Matters North West Ltd (DMNW). Please find enclosed application pack containing:

- Information for candidates
- Job Description & Person Specification
- Application Form
- Equal Opportunities Form
- Criminal Records Bureau Disclosure (DBS) Policy

All complete applications must be marked 'private and confidential' and marked for the attention of Chief Officers at the address below or via email to:

info@diversitymattersnw.org.uk.

Closing date for the post is **1st November 2020, 23:59**. Interviews will be held on **10th November 2020**.

Candidates shortlisted for an interview will be contacted by **5th November** via **telephone**.

Best wishes with your application.

Yours faithfully

Two handwritten signatures in black ink are shown. The first signature is on the left and the second is on the right.

Gemma Gaskell & Rehana Begum

Chief Officer (s)

Diversity Matters North West Ltd, Hyde Healthy Living Centre, 20 Great Norbury Street, Hyde SK14 1BR

Tel: 0161 368 3268 // www.hydecommunityaction.org.uk

Charity Registration No. 1125544 Company Registration No. 6442869