



August 2021

Dear Applicant

RE: Application Pack: **Programmes Manager**

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

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

All complete applications must be marked 'private and confidential' at the address below or via email to: gemma@diversitymattersnw.org.uk

Closing date for the post is **Sunday 6th September at Midnight**

Interviews will be held **Week commencing 13th September**

Candidates shortlisted for an interview will be contacted by **9th September** via **telephone.**

All shortlisted candidates will be required to deliver a short presentation during their interview (details will be provided at this time)

Best wishes with your application.

Yours faithfully

Two handwritten signatures in black ink are shown side-by-side. The first signature is more stylized and appears to be 'Gemma', while the second is more cursive and appears to be 'Rehana'.

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 | <https://diversitymattersnw.org.uk>

Charity Registration No. 1125544 Company Registration No. 6442869