3rd September 2021

Dear Applicant

**Post of: Volunteer Counsellor Co-ordinator**

Thank you for your interest in this post at Kingdom Abuse Survivors Project. Please find enclosed an application pack for this post.

Applications should be typed with close reference to the selection criteria. Please do not send a curriculum vitae as this will not be considered. We prefer electronic applications and will accept a scanned signature. Alternatively you can indicate with your application that a signed copy of the relevant sheet will follow in the post.

KASP operates an equal opportunities policy to promote principles of fairness and equality in the workplace. We have enclosed an equal opportunities monitoring form, which we hope you will complete in order for us to evaluate our Equal Opportunities Policy in practice. You are not obliged to return it, but by doing so you will help us in our determination to combat all forms of discrimination in our employment practice. No names or confidential details are asked for and will not be connected to any individual applicant.

**The closing date for applications is 8th October 2021 at midnight.** Applications received after this time will not be considered. Interviews for this post have no at yet been agreed but you will be informed of the interview date if you are selected for interview. Only shortlisted candidates will be contacted.

The office is in a building without a lift. If you have any access requirements please do advise us on application, to enable us to make alternative arrangements.

Please mark your application for the attention of Susan Hunter and email to **info@kasp.org.uk**

We look forward to receiving your completed application form.

Anne Aberdein

Chairperson

For and on behalf of the Board of Directors and KASP