



February 2021

Dear Applicant,

Thank you for your interest in this post of Youth Support Worker Internship with Bede's Youth Adventure Project. It is sponsored by the Jack Petchey Foundation. You should download the following documents:

- Job Description, person specification and main terms and conditions of the job.
- Description of Bede House Association's work
- Job advert
- Application form
- Guidance on completing the application form

Please ensure you read all the information thoroughly before attempting to fill in the form, so that you give yourself the best possible chance of being shortlisted. In particular make sure you demonstrate your skills and experience against each element of the person specification. Do contact the Project Manager, Fokrul Meah on 07979 386 215 if you would like to discuss this post informally.

The deadline for applications is **5pm Friday March 19, 2021**. Our admin team are working remotely from home due to the coronavirus pandemic, so please email your completed application to gwengreen@bedehouse.org. Please make sure you receive an acknowledgement within one working day. If in doubt, please call Gwen on 020 7237 3881 to check it has been received.

Interviews will be held on **Thursday March 25**. These will include practical tests in the essential skills for the job so please make sure when you apply that you are available if you are called to interview that day. We will contact shortlisted candidates by 7pm on Monday March 22 by telephone or email. Due to our limited resources, we are sorry that we may not be able to contact those who have not been shortlisted. I look forward to receiving your application and thank you for your interest in our work.

Yours sincerely

Nick Dunne

Director, Bede House Association