



November 2021

Dear Applicant

Communications and Public Affairs Officer - Fair by Design

Thank you for your interest in the post of Communications and Public Affairs Officer - Fair By Design with the Barrow Cadbury Trust. Please find attached the job description and person specification for this post.

The Barrow Cadbury Trust is an independent charitable foundation seeking a just and peaceful society which recognizes the equal value of all people. Largely working in partnerships with others, we use all our resources – our grants, our people and our name - to bring about structural change, thus increasing social justice and equality.

Fair by Design aims to eliminate the poverty premium within 10 years. Please see the page of Background Information enclosed in the pack for more information.

This is a fixed term contract up until 31st March 2024 (with the possibility of renewal). The salary is £32,269 - £37,232 pa full time. The Trust offers a contributory pension scheme.

Any offer of employment will be made subject to references, confirmation of the right to work in the UK where we will want to see original documents (see the information given here for more detail: <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>) and the satisfactory completion of a probationary period.

Before you apply please have a look at our website and view our short animation about our values and the way we work (www.barrowcadbury.org.uk).

If you would like to apply for this position, please send us your CV and a covering letter setting out your skills and suitability for the post (no more than 2 sides of A4) to Maddy Rooke-Ley at m.rooke-ley@barrowcadbury.org.uk by **8am Monday 13th December**.

Interviews for short listed candidates will be held on 21st December at our offices at Kean House, 6 Kean Street, London, WC2B 4AS.

We look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Sara Llewellyn".

Sara Llewellyn
Chief Executive

Enc – Job description, Background Information, Job Application Privacy Notice, and Equal Opportunities Monitoring Form.