



Refugee Support Devon is recruiting a Full Time Resettlement Coordinator.

We are looking for someone with the skills and enthusiasm to deliver quality support services to refugee families being resettled in Devon under the national government's Vulnerable Persons Resettlement Scheme and Vulnerable Children's Resettlement Scheme.

Please find enclosed further details of the vacancy within the Job Description and Person Specification. Details on how to apply can be found below. Please ensure you read through the guidance notes before completing the application.

Closing date for applications is Midnight Monday 1st January 2018.

Interviews will be held on Friday 12th January 2018.

To apply for the position please email your application comprising of the following documents to Annette Hughes at personnel@refugeesupportdevon.org.uk

- A completed **application form** with your personal details, declarations and details of references we can approach. Details on this form will only be referred to following shortlisting against the two documents below.
- A **personal supporting statement**. Please detail here how your experiences, skills and knowledge enable you to meet the requirements of the person specification as shortlisting will be based on how well you meet these requirements. Please keep this statement to a maximum of 2 sides of A4.
- A copy of your **CV** detailing your education and employment experiences
- Completed **monitoring form** (this is for monitoring our recruitment and employment process only. It will not be stored with your personal details).

Guidance Notes to applicant

The following notes are designed to assist you in completing this application:

- **The application form** asks you for personal details. You will not be assessed on these details. This form is NOT shared with the shortlisting panel to ensure that you are assessed solely on your ability to perform the job for which you are applying. Only if you are shortlisted for interview will this form be shared with the members of the selection panel.
- Your application and personal details are confidential to members of the selection panel and staff member receiving the applications. If your application is successful these details will be kept on your personnel file.
- We ask you to disclose any previous convictions because the nature of the work involves potentially vulnerable people and children. Any disclosures will only be considered after short listing and will be assessed according to the conviction and the job role.
- We include an **Equality and Diversity Monitoring form** that we request you complete and return. This form assists us to comply with our Equality Policy and legislation. You do not have to complete this if you do not wish, but it is very helpful for us in monitoring our recruitment. Information on this form will remain anonymous for data gathering, be separated from all parts of the application and will never be used in our selection for interview or employment.
- Please do NOT send your application back in one combined PDF document - this is to ensure only the relevant sections are shared for short listing purposes
- **Supporting Statement** is your opportunity to give us a full picture about yourself and what you can bring to the job. Please detail here how your experiences, skills and knowledge enable you to meet the requirements of the person specification as shortlisting will be based on how well you meet these requirements. Remember to include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Please keep this statement to a maximum of 2 sides of A4.
- **Include your CV** - please ensure this contains details of your educational qualifications and work history, including your current employment.
- We prefer applications to be submitted by email to personnel@refugeesupportdevon.org.uk
If this is not possible we will accept a hard copy by post to: Recruitment, Refugee Support Devon, Exeter Community Centre, 17 St Davids Hill, Exeter, EX4 3RG. This must be received by the closing date and time.
- Unfortunately we may not be able to respond to unsuccessful applications. Please consider your application unsuccessful if you haven't heard from us by the specified interview date.

Thank you for your interest in this post and we look forward to receiving your application.