



THE SELBY TRUST  
Many Cultures,  
One Community

## Selby Trust

Selby Centre, Selby Road, Tottenham, London, N17 8JL

Website: [www.selbytrust.co.uk](http://www.selbytrust.co.uk)

Facebook: [facebook.com/selbytrust](https://facebook.com/selbytrust) Twitter: @selbytrust

Email: [Reception@selbytrust.co.uk](mailto:Reception@selbytrust.co.uk)

Tel: 020 8885 5499 Fax: 020 8493 8517

Dear Applicant

1<sup>st</sup> August 2017

### Re: Communications and Administrative Support Officer

Thank you for your enquiry about the above post, please find enclosed:

- Advertisement
- Information about the Selby Trust
- Job description, Person Specification and Terms and Conditions
- Application Form
- Diversity monitoring form
- Criminal Convictions Disclosures Form

Further information about the Selby Trust is available at [www.selbytrust.co.uk](http://www.selbytrust.co.uk).

You can apply by completing an application form (available in Microsoft Word format which you can word process using a computer). It should clearly show how you meet the criteria for Communications and Administrative Support Officer as outlined in the person specification.

A completed application form (available in Microsoft Word format on [www.selbytrust.co.uk](http://www.selbytrust.co.uk)) with a diversity monitoring form must be returned to Selby Trust, Selby Centre, Selby Road, Tottenham, London N17 8JL or by email to [reception@selbytrust.co.uk](mailto:reception@selbytrust.co.uk) by **Monday, 21<sup>st</sup> August 2017 at 10 am.**

Thank you for your interest in working with the Trust is look forward to hearing from you.

Yours faithfully

Sona Mahtani  
Chief Executive

