

June 2021

Dear Applicant

I am delighted that you have expressed an interest in applying for the Human Resources Officer role with us. This is a fantastic opportunity to join our friendly and professional Corporate Department and to support the Director of Finance and Resources by delivering day-to-day operational HR activities.

I hope that you find the information in the application pack and on our website (arb.org.uk) useful, and that this gives you all the details you require to make your application. If you do have any further questions, please contact our HR advisors, the HR Services Partnership on 01403 240205 or recruitment@hrservicespartnership.co.uk.

If you wish to apply for the role, please ensure that you review the job description and person specification, and make sure you download the full application pack from the ARB website.

To make your application, you will need to submit the following documents via our recruitment portal:

- **CV and supporting statement** demonstrating your suitability for the role (*your supporting statement must be no longer than 1,500 words providing details and demonstrable evidence of any relevant skills and experience you might bring to the role, as identified within the job description and person specification. Please also include why you are interested in this role*).

Please note, that to be considered for this role, you must submit both a CV and a supporting statement as described above. Your application will not be reviewed without the submission of both documents.

ARB values diversity and is committed to working within the principles of equal opportunity. We therefore ask applicants to complete our Equalities Monitoring questions as part of the application process via our online portal. This information will not be viewed by those involved in the selection process.

The closing date for this opportunity is **11:00 on Monday 19 July 2021**. We will contact you once short-listing has been completed to advise you of the outcome of your application.

We anticipate interviews will be held on **Tuesday 3 August 2021**, depending on government restrictions this will be at ARB's offices in central London.

Once again, thank you for your interest and good luck - we look forward to hearing from you.

Yours sincerely,

Marc Stoner
Director of Finance and Resources



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