

February 2021

Dear Applicant

I am delighted that you have expressed an interest in applying for the Qualifications Executive role with us. This is a fantastic opportunity to join a dynamic Qualifications Team that upholds educational standards and manages the prescription (recognition) of qualifications needed to become an architect in the UK.

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 Fleur Gyorcs, HR Officer, at corporate@arb.org.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*).
- **Completed declaration form and a conflict of interest form**, both downloadable as part of the application pack.

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 **11:00am Friday 26 February 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 in **week commencing 15 March 2021** remotely via video link.

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

Yours sincerely,

Fleur Gyorcs
Human Resources Officer



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