

Dear Friend,

Thank you for your interest in the post of **Senior Programmes Officer – Asia and the Pacific** at War on Want. Enclosed are the following:

- Job description and person specification
- Application form
- Equal opportunities form
- Staff structure chart

The closing date for receipt of application forms is **Thursday, 21 September 2017 at 5pm** with the interviews being held on the **25 September 2017**. Completed applications should be sent to: **David Rudkin, War on Want, 44-48 Shepherdess Walk, London N1 7JP** or via email to **drudkin@waronwant.org**. In order to minimise our administration costs, I am afraid that it is not possible for us to acknowledge the receipt of applications and we will only notify applicants who have been short-listed. If you do not hear from us within two weeks of the closing date for applications, you should assume your application has been unsuccessful.

The criteria that we will use for short-listing are set out in the person specification and job description. This is why it is important that you set out in your personal statement which areas of the person specification that you meet. Giving concrete examples is essential. It is unlikely that any one candidate will meet all the desirable criteria of the person specification, so concentrate on the essential elements and highlight the desirable criteria that you do match up to. Don't forget to mention any relevant unpaid experience such as voluntary work but **please note that we will not accept CVs**.

Good luck with your application. In return for your commitment we offer a small and friendly office, with dedicated staff and volunteers.

I look forward to hearing from you.

Yours sincerely

David Rudkin