

Dear Friend,

Thank you for your interest in the post of **COP26 Coalition Communications and Digital Engagement Officer** hosted by 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 **9am on Monday 22 March 2021** with interviews being held on **30 March and 1 April 2021**.

Completed applications must be sent to: **David Rudkin, War on Want, 44-48 Shepherdess Walk, London N1 7JP** or via email to **applications@waronwant.org**. In order to minimise our administration costs, 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.

Completing your application

The criteria that we use for short-listing are set out in the Person Specification and Job Description. It is important that you set out in your personal statement which areas of the person specification that you meet. Please set these out clearly and in the order they appear in the Person Specification document. 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. **Please note that we will not accept CVs.**

We are unable to obtain work permits for this post, and you should therefore only apply if you are already eligible to work in the UK. If you do not have a national insurance number and are called for interview, you will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996

Good luck with your application. In return for your commitment we offer you the opportunity to join a small and friendly team, helping build a climate justice movement delivering effective outcomes at the COP26 Climate Summit.

I look forward to hearing from you.

Yours sincerely

David Rudkin
Office Manager