Headway East London

**Timber Wharf, 238-240 Kingsland Road**

**London, E2 8AX**

**Tel: 020 7749 7790**

**Fax: 020 3582 4688**

August 2017

Dear Applicant,

**Re: Communications and Fundraising Intern**

Thank you for your interest in the above vacancy with Headway East London. All the information you need about Headway East London can be found on our website [www.headwayeastlondon.org](http://www.headwayeastlondon.org).

This role is being offered on part-time basis 21 hours (3-days) per week on a 6 months fixed term contact. The salary for this position is **£18,138.83 pro rata.** The job description and person specification are attached. In order to apply you will also need the following documents (attached to the email), these can be sent to you in the post on request:

1. Application form
2. Ethnic monitoring form

**Please ensure you address the requirements as laid out in the** **job description and person specification** when completing page 4 of your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted.

Please send your completed application to recruitment@headwayeastlondon.org by 9am on Friday 8th September 2017. Interviews for the position will take place on Tuesday 19th and Wednesday 20th September 2017.

If you would like further information about the role, please get in touch (my email and number are below).

Yours faithfully,

Laura Owens

Communications and Development Manager

Email: laura.owens@headwayeastlondon.org

Tel: 020 7749 7790