



HR/RS  
August 2021

Dear Applicant

Application for Policy Officer– Glasgow Head Office/home working

Thank for your enquiry about the above vacancy with Includem. I am pleased to enclose an information pack which contains the following:

- ❖ Job Description and Person Specification
- ❖ Application Form for completion
- ❖ Equal Opportunities Monitoring Form
- ❖ Information about Includem

Completed applications should be submitted by email no later than midnight on Sunday 29<sup>th</sup> August 2021. Applications can be accessed directly online via the Includem website [includem.org/work-with-us/](https://includem.org/work-with-us/) and once completed emailed directly to us at [hrassist@includem.co.uk](mailto:hrassist@includem.co.uk). When completing the application form, we strongly recommend that you read through all the material and the accompanying guidelines.

Applications will be shortlisted against set criteria and successful candidates will be informed in due course confirming whether they will be progressed to attend an interview which will take place week commencing 13<sup>th</sup> September 2021.

Thank you for your interest in Includem and the above position.

Yours sincerely

*Rachael Smith*  
HR Manager