



Dear Applicant

Many thanks for your interest in the post of Autism and Learning Disability Digital Inclusion Coordinator at Pyramid.

This job application pack contains the following:

- Cover letter
- Job Description and Person Specification
- Application Form
- Personal Details Form
- Recruitment and Selection Policy
- Equality, Diversity and Inclusion Policy

If you require any of the above in an alternative format please contact us.

Any other policies or procedures referred to in the application pack are available on our website at <https://pyramid.org.uk/policies-and-procedures/>

We have asked that you complete and return your application digitally. Given the nature of the post, we think this is fair test of required skills for the role. However if you cannot do so for any reason (e.g. lack of equipment or a disability) please contact us and we will happily arrange for you to submit your application in another way.

To apply, please email the following to Alice Clayden, Administrator at info@pyramid.org.uk

- Application Form
- Personal Details Form

On receipt, these documents will be separated and the shortlisting panel will only see your application form.

All documents will be handled in accordance with our data protection policy. Please be aware that the shortlisting and interview panel is made up of staff from Pyramid, Forum Central and Leeds City Council and it will therefore be necessary for us to share your **application form only** with these external agencies. After shortlisting, Forum Central and LCC will also receive the **names** of candidates who have been selected for interview.

Equal Opportunities Monitoring

Pyramid is committed to Equality, Diversity and Inclusion. We have devised an anonymous online survey to collect data from applicants. Monitoring data will only be used to assess the success of our recruitment campaign in reaching a diverse range of candidates.

We would be very grateful if you could complete the survey. All questions are optional and you can answer as few or as many as you like.

<https://www.surveymonkey.co.uk/r/PRH52FD>

Password: aladdin

Deadline for applications and notification of interviews

The deadline for applications is 12.00 noon on Wednesday 10th March 2021. Applications received after this time will not be considered.

Shortlisted candidates will be notified by 5pm on Friday 12th March 2021. If you have not heard from us by then, please assume that your application was unsuccessful and accept our thanks for your time and interest.

Yours faithfully

Sarah Cockburn
Operations Manager