



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 at [info@pyramid.org.uk](mailto: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 and 100% Digital Leeds (Leeds City Council) and it will therefore be necessary for us to share your **application form only** with the 100% Digital Leeds. After shortlisting, 100% Digital Leeds 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/BSL859C>

Password: aladdin

## **Deadline for applications and notification of interviews**

The deadline for applications is 11.59pm on Sunday 16<sup>th</sup> January 2022. Applications received after this time will not be considered.

Shortlisted candidates will be notified by 5pm on Wednesday 19<sup>th</sup> January 2022. 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.

Interviews will be held on Monday 24<sup>th</sup> and Tuesday 25<sup>th</sup> January 2022.

Yours faithfully

Sarah Cockburn

Operations Manager