

Unit 62 Barkston House
Croydon Street
Leeds LS11 9RT
info@pyramid.org.uk
0113 234 6040



Dear Applicant

Many thanks for your interest in the post of Studio Facilitator at Pyramid.

This job application pack contains the following:

- This cover letter
- Job Description and Person Specification
- Application Form
- Personal Details Form

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

Please note you will find our **Recruitment and Selection Policy**, our **Equality Diversity and Inclusion Policy**, and any other policies or procedures referred to in the application pack on our website at

<https://pyramid.org.uk/policies-and-procedures/>

We ask that you complete and return your application digitally if possible. 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 Sarah Cockburn at sarah@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.

Deadline for applications and notification of interviews

The deadline for applications is 11.59pm on Sunday 05 May 2024. Applications received after this time will not be considered.

Shortlisted candidates will be notified by 5pm on Thursday 09 May 2024. 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.

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://uk.culturecounts.cc/s/4dTggF>

Job share applications

Each job-share candidate must complete a separate application form and personal details form. Please let me know if you are making a joint job-share application (i.e. you want to be considered with a specific named other person sharing the work with you) or if you are seeking a job-share because you cannot commit to the full amount of hours in the post, and would be open to working with someone else chosen by us.

Important notice regarding availability

Please note I am on annual leave from 01 – 07 May. You should still submit your application to my email address, but if you need access support or have questions while I am away, please call the office on 0113 234 6040 or email Alice Clayden info@pyramid.org.uk.

Yours faithfully

Sarah Cockburn
Operations Manager