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PYRAMID

This document is three pages – please make sure you read to the end!

Dear Applicant

Many thanks for your interest in the post of Marketing and Communications Officer at Pyramid.

This job application pack contains the following:

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

Alternative formats

If you require any of the above in an alternative format, please contact Sarah Cockburn:

Phone: 07549 782 794 **Email:** access@pyramid.org.uk

Policies

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. Let us know if you require a printed copy or an alternative format.
https://pyramid.org.uk/policies-and-procedures/

We require you to submit a portfolio with your application

In addition to completing the application form, please submit a portfolio showcasing some of your previous design and copy-writing work. **This can be images and text, and/or screenshots from online work. Maximum 10 A4 pages.**

We use 'blind recruitment' procedures so please **do not include your name on your portfolio** submission. We will redact information if needed to anonymise the document before the selection panel view your work.

How to apply

We ask that you complete and return your application and portfolio digitally if possible. We think this is a fair request given the nature of the post, which will require such digital skills. If you cannot do so for any reason (e.g. lack of equipment) 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
- Portfolio
- Personal Details Form

On receipt, these documents will be separated, and the shortlisting panel will only see your application form and portfolio. All documents will be handled in accordance with our Data Protection Policy.

Deadline for applications and notification of interviews

The deadline for applications **11.59pm on Sunday 29 September 2024**. Applications received after this time will not be considered.

Shortlisted candidates will be notified by **5pm on Friday 04 October 2024**.

Interviews will take place on **09/10/11 October 2024**.

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 anonymous and optional, and you can answer as few or as many as you like.

https://uk.culturecounts.cc/s/5gu8ne

Questions

If you have any questions about the post, feel free to get in touch:

Phone: 07549 782 794 **Email:** sarah@pyramid.org.uk

Yours faithfully

Sarah Cockburn
Operations Manager