

September 2019

Dear Applicant,

Thank you for your interest in the post of Trusts & Statutory Manager base would be split between our offices in London and Guildford.

The following documents will assist you in your application: -

- Job description and Person Specification
- Summary of Terms/Conditions for Staff

They are available to download from our website www.cyclinguk.org/jobs and as hard copies from the HR Manager, Cycling UK, Parklands, Railton Road, Guildford, Surrey GU2 9JX. **The closing date for receipt of applications is 12.00 noon on Friday 18 October 2019.**

Completing and returning your application:

To apply for this full-time post, please complete the application form and email to sue.cherry@cyclinguk.org along with your current CV and a supporting statement explaining how you believe your skills and experience match our requirements for the role, directly addressing the job description and person specification. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

We would also request that you complete our Equal Opportunities survey at <https://www.surveymonkey.co.uk/r/cyclinguk-equal-ops>.

The closing date for applications is 12.00 noon on Friday 18 October 2019 and interviews will be held in Guildford week commencing 28 October 2019.

Short-listing and interview arrangements:

All applications are considered carefully and objectively against pre-determined criteria. We will respond to every application. We plan to hold interviews week **commencing 28 October 2019 in Guildford** and will notify shortlisted and unsuccessful candidates as soon as possible after the closing date.

Thank you for your interest in Cycling UK. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Paul Tuohy
Chief Executive