



Dear Applicant

### **Business and Development Manager**

Thank you for your interest in the post of Business and Development Manager with Winterbourne Medieval Barn Trust (WMBT).

We are asking all applicants to complete the following application form to help us understand how your skills and experience meet the requirements of the job. This letter is intended to help you complete the application form. Please read it carefully before completing your application form. If you have any difficulties with completing the application form or if you have a disability and need any adjustments made to assist you with your application or the recruitment process, please email [suefox42@btinternet.com](mailto:suefox42@btinternet.com) .

The 'Supporting Statement' section of the application form is your opportunity to explain what attracts you about the Business and Development Manager role and the reasons why you feel you would be a suitable candidate. Please remember that those involved in the selection process cannot make assumptions about you. You should include everything you feel is relevant in support of your application ensuring you make reference to the criteria outlined in the Job Description and Person Specification. The information you provide on your application form will play a crucial part in the selection process, helping us to shortlist candidates for interview, and as a basis for the interview itself. **It is important that you complete all the sections of the form.** You may also attach your CV if you wish.

We prefer to receive applications by email so if you wish to apply electronically, you will need to download the application form onto your computer, complete it and return it via email to Sue Parsons, Chair of Trustees [sue.parsons6@btinternet.com](mailto:sue.parsons6@btinternet.com) Postal applications should be sent to the address provided on the application form.

The closing date for applications is Monday 9 December 2019 and interviews will take place at Winterbourne Medieval Barn on Monday 6 January 2020. If you have been successful in being shortlisted for interview, we will be in touch with you within two weeks of the closing date. Unfortunately, we will not be able to respond to everyone individually so if you have not heard from us by 23 December 2019, please assume that you have not been successful on this occasion. If this is the case, we thank you for your time and effort in applying to us and please do come and visit the Barn when it reopens in the Spring to find out about other opportunities to get involved.

## **Equal Opportunities**

WMBT is committed to equality of opportunity and seeks to employ a workforce that reflects the diversity of backgrounds and cultures within the areas we operate. In order to build an accurate picture of the make-up of its workforce, we would appreciate it if you would be willing to complete the attached Equal Opportunities monitoring form. The completion of this form is voluntary. The information you provide will be treated in strictest confidence and will not form any part of the selection process.

## **Pre-employment checks**

WMBT have a legal duty to carry out checks on anyone taking up employment with us to ensure they have a right to work in the UK. If you are successful in being offered a post with us, you will be asked to provide us with appropriate evidence to support your right to work in the UK prior to taking up employment.

If an offer of employment is made to you, we will take up references and reserve the right to validate any information you have provided on your application form. In addition, you will be required to co-operate with obtaining appropriate child protection screening checks including a Disclosure and Barring Service (DBS) check.

Should you wish to discuss the role of Business and Development Manager informally prior to submitting your application, please email [suefox42@btinternet.com](mailto:suefox42@btinternet.com) with your telephone contact details and availability.

We look forward to receiving your application.

Yours sincerely

Sue Parsons  
Chair of Winterbourne Medieval Barn Trust

Also see -   Application form  
                  Equal Opportunities monitoring form  
                  Job Description and Person Specification  
                  Information on Winterbourne Medieval Barn