

23 April 2021

Ref: Café Manager Job Share

Dear sir / madam,

Thank you for your interest in the job share Café Manager post at Fearon Hall. The Hall is an exciting place to work with high standards, a strong team ethos and a proven track record in partnership working and innovation.

I have enclosed a copy of the advertisement for the post, an application form (incorporating an equal opportunities monitoring form), a person specification and a job description. Your application should consist of a completed application form and a letter. The letter should explain how you meet the job description and person specification and describe how your personal qualities and skills would make you suitable for this post. The letter should be no more than two sides of A4 in length. Please do not send a CV as we are not able to accept them.

Fearon Community Association is fully committed to safeguarding and promoting the welfare of its users. Applicants will be required to undertake pre-employment checks including an Enhanced Disclosure and Barring Service (DBS) check. We also seek references from current employers and will follow up gaps in employment history. This post is subject to a 6 month probationary period.

Completed application forms should be emailed to office@fearonhall.org.uk or returned directly to Fearon Hall marked private and confidential and for the attention of Andy Rhodes, Chair of Trustees.

Applications must be received by 12 noon on Monday 10th May 2021. It is anticipated that interviews will take place shortly afterwards.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please don't hesitate to contact us.

With best wishes,



Meg Bezzano-Griffiths
Centre Manager, Fearon Hall Community Centre