

Brightspace
160 Hadleigh Road
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Suffolk
IP2 0HH

September 2020

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Dear Applicant

Brightspace Site Co-ordinator

Thank you for your enquiry regarding the Brightspace Site Co-ordinator post which we have recently advertised.


Please find attached a copy of our recruitment pack which includes information on the post along with the job description.

If you wish to apply please complete our application form within the recruitment pack and return via e-mail to louise.bradshaw@communityactionsuffolk.org.uk or mail to Community Action Suffolk, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH. Please mark your application for the attention of Louise Bradshaw.

When submitting an application please state where you saw the post advertised.

The deadline for receipt of applications is 9.00am on Wednesday 28th October 2020. Interviews will take place the week commencing 2nd November 2020.

Yours faithfully



Louise Bradshaw
HR Manager