

Brightspace
160 Hadleigh Road
Ipswich
Suffolk
IP2 0HH

October 2020

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Dear Applicant

Insurance Officer

Thank you for your enquiry regarding the Insurance Officer post which we have recently advertised.

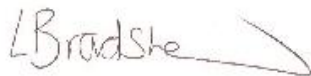
Please find attached a copy of our recruitment pack which includes information on the post along with the job description.

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 12.00pm on Monday 2nd November 2020. Interviews will take place on 9th November 2020.

Yours faithfully



Louise Bradshaw
HR Manager