Brightspace
160 Hadleigh Road
Ipswich
Suffolk
IP2 0HH

T: 01473 345400
F: 01473 345330
info@communityactionsuffolk.org.uk
www.communityactionsuffolk.org.uk

June 2021

Dear Applicant

Support Services Assistant

Thank you for your enquiry regarding the Support Services Assistant post which we have recently advertised.

Please find attached a copy of our recruitment pack which includes information on the posts 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 30th June 2021. Interviews will take place the week commencing 5th July 2021.

Yours faithfully

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Louise Bradshaw
HR Manager