

Brightspace
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IP2 0HH

October 2021

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Dear Applicant

DBS Administrator

Thank you for your enquiry regarding the DBS Administrator 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 Monday 1st November 2021. Interviews will take place the week commencing 8th November 2021.

Yours faithfully



Louise Bradshaw
HR Manager