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May 2022

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Dear Applicant

**Building Better Opportunities, Minding the Gap (MtG) project – Compliance  
Administrator Officer**

Thank you for your enquiry regarding the MtG Compliance Administrator Officer 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 [demelza.bowler@communityactionsuffolk.org.uk](mailto:demelza.bowler@communityactionsuffolk.org.uk) or mail to Community Action Suffolk, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH. Please mark your application for the attention of Demi Bowler.

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

The deadline for receipt of applications is 9am on Wednesday 25<sup>th</sup> May 2022.  
Interviews will take place the week commencing 6<sup>th</sup> June 2022.

Yours faithfully



Louise Bradshaw  
Head of HR