

12th June 2017

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Dear Applicant,

Thank you for your interest in the INF1701 **Communication Assistant AGRICULTURE** position at the Organic Research Centre, Elm Farm. I enclose for your consideration:

- An application form
- A job description, role requirements and personal specification
- Additional information about the Organic Research Centre.

Please read the job description, role requirements and personal specification carefully before completing the application form. We particularly wish to know (a) **why you are interested in this post, (b) how your skills and experience meet the job description, role requirement and personal specification and (c) what you believe you can contribute.** Once you have completed the form please return to our office in Berkshire (e-mail to recruitment@organicresearchcentre.com) by **9am on Tuesday 4th July 2017** with any additional supporting documentation i.e. Curriculum Vitae (CV). However, please be aware we will only accept applications on the company application form and that standalone CV applications will not be considered. Applications after the closing deadline may not be considered.

Interviews are due to be held at the Daylesford Foundation, Kingham, Gloucestershire, GL56 0Y on **Wednesday 19th July 2017**. The selection process will consist of an interview of about an hour, at which you will be asked to share your ideas for engaging more farmers and growers through digital communications. Further details of this will be provided to candidates invited for interview. A decision is normally made following the first round of interviews, but second interviews may occasionally be required.

If, due to disability, you require adjustments to be made during the selection process, please indicate this in the appropriate place on the application form. If necessary, we may contact you to obtain further information about such adjustments.

If you have further queries please do not hesitate to contact Katie Bliss (susanne.p@organicresearchcentre.com) so that I can assist you further. For further information about the Organic Research Centre, Elm Farm, please see our website, www.organicresearchcentre.com, and the document in the pack.

Yours sincerely



Susanne Padel, Senior Programme Manager

Director: Prof. Nicolas Lampkin

Council of Management: M. Turnbull (Chairman), V. Agrawal, A. Astor, A. Jedwell, C. Marriage, P. Thomas, D. Wilson, D. Wolfe.

Patrons: C.A. Bielenberg The Countess of March and Kinrara, Peter Kindersley, Juliet Kindersley, Yvonne Pye, Jan Sundt.

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