

April 2021

Dear Enquirer

Thank you for contacting us about our vacancy for the post of  
**HeadsUp Marketing & Engagement Manager – maternity cover.**

The application pack consists of:

- Job Description & Person Specification
- Background Summary
- Supporting Statement guidance
- Equality & Diversity Statement
- Equalities monitoring form

Please submit your **CV and Supporting Statement**, referring to the criteria in the person specification section, which follows the job description.

Please email your completed application to  
[info@mindinharrow.org.uk](mailto:info@mindinharrow.org.uk).

We would be grateful if you could return the Equalities monitoring form with your application; it will be removed and kept separate before shortlisting.

The deadline for returning your completed application form is  
**Closing date: Wednesday, 5<sup>th</sup> May at midday (12 noon)**

**Interviews:** 1<sup>st</sup> stage: Thursday, 13<sup>th</sup> May and  
2<sup>nd</sup> stage: Friday, 14<sup>th</sup> May

Thank you for your interest in this post.

Yours faithfully

**Deniz Csernoklavek**  
**Service Manager**

Mind in Harrow relies on donations to continue its work. Please help if you can. Contact 020 8426 0929 to make a donation.

*Working towards equal opportunities*

Chief Executive  
Mark Gillham

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