

Wednesday, 27th October 2021**Vacancy for Events and Communications Coordinator**

Thank you for your interest in the above post. Liverpool World Centre is looking for a person to join our committed team of staff, working alongside our volunteers and committee members. We are a relatively small organisation in which each person working with us plays an important role in shaping the organisation as well as carrying forward their work. We value the varied skills, experience and insights that each person brings and aim to provide opportunities for our staff to contribute to their full potential.

The application pack for the above post consists of:

- Events and Communications Coordinator - Job profile, person specification, terms & conditions of service, information on the recruitment process and guidance notes (all one document). Please read the “notes on making an application”.
- Application form
- Equal opportunities monitoring form

Please also visit www.liverpoolworldcentre.org for more information about us.

Applying for the post

Please return your completed application form and equal opportunities monitoring form, marked “Private and Confidential”, to pablo@liverpoolworldcentre.org or

Pablo Guidi
Liverpool World Centre
Toxteth TV, 37-45 Windsor Street
Liverpool L8 1XE

Application closing date

The closing date is **Monday 22nd November, 12 noon.**

Interviews

Please note that if you are short-listed, you will be invited to an **interview at our centre on Monday 29th November, 2021.** Please be prepared to attend a full day interview between 10-4pm – as we cannot re-arrange this date. Successful applicants will be invited to interview by 6pm on Wednesday 24th November. If you have not heard by this date, then unfortunately your application has been unsuccessful.

Yours faithfully,



Pablo Guidi
Director, LWC