

7 May 2019

Dear Applicant,

Re: CREME Communications Project Officer

Thank you for your interest in the above post. Please find attached the following:

- The ROTA application form
- The ROTA Equal Opportunities monitoring form
- The Job Description and Person Specification

Closing Date for applications:

- **Monday, 12noon on 3rd June 2019**

Shortlisted candidates will be notified on **Monday 10th June 2019** to attend an interview on **Tuesday 18th June 2019**. We would like the successful candidate to start as soon as possible. Applications received after the deadline will not be considered.

If you would like to discuss the post in further detail please contact Andy Gregg on 020 7697 4066 or email andy@rota.org.uk. CVs will not be accepted. Applications can only be made through the ROTA Application form.

Please return the application form and the equal opportunities monitoring form to Saifur Valli.

- email to: saifur@rota.org.uk
- or by post to Saifur Valli, Race On The Agenda, Resource for London, 356 Holloway Road, London N7 6PA.

Background to the CREME project:

The CRÈME project is funded for three years by City Bridge Trust as part of its Cornerstone partnership funding.

The project will deliver a package of communications and media support services to staff, board members and volunteers of approximately 200 London voluntary organisations over the 3 years of the project.



The project will enable excluded communities to strengthen their voice and increase their effectiveness in undertaking communications and media engagement work, thereby enabling them to better champion the value that their constituent communities bring to London.

Overarching Responsibilities will include:

Coordinating and facilitating meetings between partner organisations to respond to local, regional or national issues and opportunities in raising issues of importance to BME organisations and the people they represent.

Working with organisations across London to create campaigns and messages to shift public perceptions.

Training and advising 200 London based BAMER and race equality organisations in developing their communications skills and profile.

Once again thank you for your interest and we look forward to receiving your application.

Yours faithfully,

Andy Gregg
ROTA Chief Executive
and on behalf of the project partners, Runnymede Trust, and BTEG.