



Dear Applicant,

Thank you for your interest in a role at Cycling UK.

The following documents will assist you in your application: -

- ✦ Job description and Person Specification
- ✦ Summary of Terms/Conditions for Staff

They are available to download from our website [www.cyclinguk.org/jobs](http://www.cyclinguk.org/jobs) and as hard copies from the HR Manager, Cycling UK, Parklands, Railton Road, Guildford, Surrey GU2 9JX. Please see the advert for details on the closing date.

**Completing and returning your application:**

To apply for this part time post, please complete an application form and send to [recruitment@cyclinguk.org](mailto:recruitment@cyclinguk.org). Please ensure that the supporting statement explains how you believe your skills and experience match our requirements for the role, directly addressing the job description and person specification. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

**Short-listing and interview arrangements:**

All applications are considered carefully and objectively against pre-determined criteria. We will notify shortlisted and unsuccessful candidates as soon as possible after the closing date either via email or phone. If you have any questions regarding your application please email [recruitment@cyclinguk.org](mailto:recruitment@cyclinguk.org)

Thank you for your interest in Cycling UK. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

**Cycling UK HR Team**