



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*



Units E1-8 & A36  
New Smithfield Market  
Manchester, M11 2WJ  
Tel: 0161 223 8200  
emergemanchester.co.uk

4<sup>th</sup> February 2021

Dear Applicant

**Re: Customer Services Coordinator**

Thank you for your interest in the role of Customer Services Co-ordinator with EMERGE Recycling. Please read the Job Description and Person Specification. In terms of background information, I advise you to have a good look at our website: [www.emergerecycling.co.uk](http://www.emergerecycling.co.uk). It may also be of interest for you to know that we have a sister charity which has the following sites: [www.emergemanchester.co.uk](http://www.emergemanchester.co.uk), [www.faresharegm.org.uk](http://www.faresharegm.org.uk), and [www.touchwood.org.uk](http://www.touchwood.org.uk).

If you decide to apply, please **fill out our Application Form** attached. Please note, in the statement in support of your application you will need to explain and give examples of:

- How experience of previous paid or unpaid roles will help you achieve the key responsibilities and specific tasks in the Job Description
- How your knowledge, skills, and personal attributes match the requirements of the Person Specification

Your suitability for the role will be assessed based on the information you have submitted in your application form. Please **do not** send a CV as this will not be considered as part of the application process. If you do not submit a completed application form, we cannot consider you for the role.

The closing date for applications is **midday on Monday 1<sup>st</sup> March 2021** and interviews are planned later the same week, on 3<sup>rd</sup> or 4<sup>th</sup> March. Please note, this job is for an immediate start, as of Monday 8<sup>th</sup> March ideally. Call me about this if you are unsure or have questions.

Please send your completed application form by email to [recruitment@emergerecycling.co.uk](mailto:recruitment@emergerecycling.co.uk) Please note that due to COVID-19 safety arrangements, we are not accepting applications by post. If we have not contacted you by 13<sup>th</sup> January, please take it that your application has been unsuccessful. Due to time constraints we are not offering detailed feedback following shortlisting.

If you have any other queries about the role or the application process, please call: 0161 223 8200 (option 2) for an informal discussion. I look forward to hearing from you.

Yours faithfully,

Gareth Jones

Business Director, EMERGE Recycling

