Voicebox Freelance Facilitator Application Process

**Please reference the Freelance Facilitator Job Role details in order to help you complete the application.**

Stage 1:

To apply for the Freelance Facilitator role at Voicebox, applicants must download and complete the

* Voicebox application form,
* the Equal Opportunities Monitoring Form (EOMF),
* complete a cover letter (no more than 1 side of A4/Word/Google Docs),

and send all the above to [fbeard8@gmail.com](mailto:fbeard8@gmail.com) with the subject line “EEM Freelance Facilitator Application [Your Name]”.

Please title all documents in the following format: “[Title of Document] (E.G Application Form) [Your Name]”. Please send all documents either in PDF, Word, Google Doc or in an accessible online format.

Your cover letter should explain why your skills and experiences mean you are a great fit for the Freelance Facilitator Role at Voicebox. You may also choose to write about your interest in the work Voicebox does. **The cover letter should be no longer than 1 side of A4.**

**DEADLINE:** Applicants must send their Cover Letter, application form, EOMF and online portfolio to [fbeard8@gmail.com](mailto:fberad8@gmail.com) by Monday the 15th of August at 11:59 PM.

Stage 2:

Successful applicants will be invited to a practical interview day on the 24th of August.

Unsuccessful applicants will be notified via email.

Successful Applicants will then be asked to attend a Voicebox Training Day on 31st of August.

Stage 3:

If you are the successful candidate you will be contacted and a letter of offer will be sent to you. You will be asked to attend the Voicebox Training Day on 31st of August. If you are unable to attend this day please let us know, as it is crucial all our facilitators are trained to our standards.

All unsuccessful candidates will be notified via email.

Important Information:

An enhanced DBS check is required for this role.