

September/October 2025

Dear Applicant

Re: Young People's Project Co-ordinator

Thank you for your interest in working with us at Showroom Work Station. For your consideration we are pleased to enclose the following documents:

Job Profile – with more information about the role

Showroom Work Station Briefing – with more information about the company

Application Form – for you to complete if you wish to apply for the position

Equal Opportunities Monitoring Form – to complete and include with your application.

If you need any of these documents in alternative formats, please get in touch and we will assist you. If you have access requirements for interviews, we will discuss these with you if you are shortlisted for the position.

Please email your completed application to reception@showroomworkstation.org.uk or deliver by post / in person in an envelope addressed to 'Recruitment, Showroom/Work Station, 15 Paternoster Row, Sheffield S1 2BX'.

Please note that the closing date for the submission of completed applications is **Sunday 5th October 2025** and that interviews are expected to be on **Monday 13th October 2025**.

Many thanks for your interest in this position and we look forward to receiving your application.

Yours faithfully

Victoria Firth
Chief Executive