



Luther King House Educational Trust

Brighton Grove, Rusholme, Manchester, M14 5JP
0161 224 6404 www.lutherkinghouse.org.uk

September 2010

Full-time President of Luther King House Educational Trust

Thank you very much for following up one of the various advertisements we have placed in journals and papers and on websites advertising the full-time post of President of Luther King House Educational Trust. You will find on our website a number of items to help you decide whether to take this enquiry further.

- A brief Job Description and Person Specification
- A briefing on the context of the Presidency role by the present job holder
- An application form
- A brief summary of 'Terms and Conditions' (at the end of this letter)

After looking at these papers, you might be ready to proceed to a formal application, but if you need more information, David Goodbourn (d.goodbourn@kh.co.uk) or I (shan@trinitytraining.co.uk) would be happy to receive e-mails to answer specific questions or, if preferable, we can direct you to others who have that information. If you are near to making a formal application and it would be helpful for you to visit Luther King House, we will be glad to make the appropriate arrangements.

If you wish to proceed further, the following schedule will be important to you:

- Final date for applications: Wednesday 15 December 2010
- Short-listing: 2nd week of January 2011
- Interviews: early February 2011

We will notify those who are invited to interview immediately after short-listing.

In making formal application, please supply:

- With your application form, a personal letter addressing the key elements of the person specification
- A relevant *Curriculum Vitae*
- The names and contact details of three referees who will be able and willing to support your application. One referee should be able to comment on your educational and ecumenical experience, one on you as a person, and one should be associated with your most recent employment including management experience. Referees will only be contacted if you are short-listed, and I would be grateful if you would notify them in advance of the possible timing of a request for a reference.

Please send your application to our Company Secretary, Mrs Claire McEwen at Luther King House, marking the envelope APPLICATION - CONFIDENTIAL to arrive by 15 December 2010.

Shân Dobinson
(Chair of Luther King House Educational Trust Board)



**Brighton Grove, Rusholme, Manchester, M14 5JP
0161 224 6404 www.lutherkinghouse.org.uk**

Draft summary terms and conditions

Luther King House operates a standard set of terms and conditions that are available on request. Key elements for this position are as follows:

- 1 Current salary is £38,213
- 2 Housing is not provided, nor is there a housing allowance
- 3 There is provision for a pension with employees contributing 5% of salary and Luther King House Educational Trust contributing a sum equivalent to 10% of salary.
- 4 A book allowance is available with a ceiling of £500 per year.
- 5 The postholder is entitled to five weeks holiday per year plus public holidays
- 6 There is provision for limited study leave. Unfortunately we cannot provide extended sabbatical leave for this post, but shorter more frequent periods of study leave are granted.
- 7 Reasonable removal costs will be met and help given with resettlement costs.
- 8 There is a probationary period of six months.
- 9 The notice period is three months on either side.