

# CloS LEP Board Director Recruitment Process



CORNWALL &  
ISLES OF SCILLY  
LOCAL ENTERPRISE PARTNERSHIP

Date: October 2020

## How to Apply

To apply for this vacancy, please provide a copy of your CV, together with a covering letter, outlining the following:

- What qualities, experience and expertise you would bring to the CloS LEP Board if appointed, we would particularly like to hear about your experience and expertise in finance/accountancy.
- Experience of working in partnership with a wide range of stakeholders, including public sector organisations.
- Understanding/awareness of the economic issues within Cornwall and Isles of Scilly.
- A brief description of your association with the CloS area and your relevant local business connections.

We ask that all applicants complete and return our equal opportunities monitoring form and submit this at the same time as their application. This form can be found on the LEP [website](#).

Please send your CV, covering letter and equal opportunities monitoring form to [info@cioslep.com](mailto:info@cioslep.com), quoting 'CloS LEP Board Director Application' in the subject line by **12 noon on 9 November 2020**.

If you require our documents in a different format, please contact us using the details above or on 01872 224214.

## Recruitment Timetable

7 October 2020	Advert goes live
9 November 2020	Closing date for applications <i>(All applications will receive an acknowledgement of receipt)</i>
13 November 2020	Shortlisting
25 November 2020	Interviews

## Equality and Diversity

The Cornwall and Isles of Scilly Local Enterprise Partnership is committed to promoting equality and celebrates diversity.

To help us monitor and achieve this, it is important that you complete the equal opportunities monitoring form in addition to the application. Once completed, the form should be returned with your application as instructed above. The information provided will be treated in the strictest of confidence and will be processed in accordance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018. At all times, it will be treated as confidential and used only for the purpose of equality monitoring.

### Data Protection

The LEP ensures it is compliant with the General Data Protection Regulations (GDPR) and Data Protection Act 1998/2018. The retention of data and records is a key aspect of the governance of the LEP and is highlighted within the LEP's Local Assurance Framework. The LEP utilises Cornwall Council's policies and procedures and respects the principles of fair processing when handling your personal information. Further information about data protection can be found [here](#).

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you apply so that your application and CV can be assessed. Data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process.