**ABOUT THE TRANSPARENCY PROJECT AND THE APPLICATION PROCESS FOR THIS POST**

The Transparency Project is a small charity founded in 2015 that aims to make family courts and family law in England & Wales clearer. For information about our objectives and ongoing work, please see our website [www.transparencyproject.org.uk](http://www.transparencyproject.org.uk).

We have received funding from the Legal Education Foundation to employ a Project Co-ordinator to take forward our work and make the Project sustainable in the longer run. This post is our first employed post.

We welcome applicants from any background and are open to applications on a job share basis if prospective job sharers can identify how they would share their responsibilities and hours between them. Any job share applicants should identify their co-worker and give an outline of their proposed arrangements in the application form.

The application timetable for this post is as follows :

* Application deadline : noon, 10 September 2018.
* Applicants notified whether or not they have been called for interview by email : 17 September.
* Interviews weeks of 24 September and / or 1 October 2018.
* Preferred start date (subject to candidate’s availability) 8 October 2018.

Applicants must have some availability for interview in the interview window set out above. We will do our best to accommodate, but have to accommodate the availability of our interview panel, who have existing commitments.

If you have any queries about the post or the application process please email info@transparencyproject.org.uk.

We look forward to receiving your application.

The Transparency Project