

October 2019

Dear Applicant

**Position: Devon/Cornwall Circles Coordinator (part-time)**

Thank you for your interest in the part-time position of Devon/Cornwall Circles Coordinator with Circles South West.

This position is home based. There are travel expectations within the South West region to attend training, team meetings and so on. The nature of the role means that regular evening and occasional weekend work is required. In accordance with our safeguarding procedures, this position requires a satisfactory Enhanced DBS Check.

We enclose for your information the following:

- Job description and person specification
- Application form
- Equal opportunities monitoring questionnaire
- Briefing note for applicants

For further information see our website at [www.circles-southwest.org.uk](http://www.circles-southwest.org.uk)

Please submit your completed application and monitoring form by **5pm on Friday 8<sup>th</sup> November** via email at [info@circlessw.org.uk](mailto:info@circlessw.org.uk). Applications received after this will not be considered.

Interviews will be held in Exeter on Tuesday 19<sup>th</sup> November.

We look forward to hearing from you and thank you for your interest in our work.

Kind regards  
Circles South West

General Enquiries: [info@circlessw.org.uk](mailto:info@circlessw.org.uk) | 07717 442413  
Volunteering Enquiries: [volunteering@circlessw.org.uk](mailto:volunteering@circlessw.org.uk) | 07738 947988

General mail: Circles South West, PO Box 163, Launceston, Cornwall, PL15 0BA  
[www.circles-southwest.org.uk](http://www.circles-southwest.org.uk)  
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