

October 2019

Dear Applicant

Position: Dorset Circles Coordinator (part-time)

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

This position will be part based at HMP The Verne and part 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. The Dorset Circles Coordinator is responsible to the Operations Manager. In accordance with our safeguarding procedures, this position requires a satisfactory Enhanced DBS Check and Full Vetting.

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

Please submit your completed application and monitoring form by **5pm on Friday 8th November** via email at info@circlessw.org.uk . Applications received after this will not be considered.

Interviews will be held in Dorset on the 4th or 5th December.

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 | 07717 442413
Volunteering Enquiries: volunteering@circlessw.org.uk | 07738 947988

General mail: Circles South West, PO Box 163, Launceston, Cornwall, PL15 0BA
www.circles-southwest.org.uk
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