



May 2021

Dear Applicant

Position: Administrator (part-time)

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

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

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

Please note that interviews will be held in Exeter on Tuesday 22nd June 2021.

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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