

September 2021



Dear Applicant

Position: Training Coordinator (part-time)

Thank you for your interest in this part-time position with Circles South West.

This position is home based in South West England (Cornwall, Devon, Somerset, Avon, Dorset, Gloucestershire, Wiltshire). The nature of the role means that some 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

For further information see our website at www.circles-southwest.org.uk

Please note that we are currently advertising for a number of part-time posts and there is potential for combining these roles should someone with a suitable skill set be selected.

We welcome secondment applications on the understanding that your current employer would release you on a fixed-term secondment arrangement as a development opportunity or career break.

Please submit your completed application and monitoring form by **5pm on 30th September** via email at info@circlessw.org.uk. Applications received after this will not be considered.

Interviews will be held in Exeter on 12th or 13th October.

Should you wish to discuss current recruitment opportunities please telephone Jo Burden, CEO on 07717 442413.

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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