

February 2025



Dear Applicant

Position: Young People's Circles Coordinator (Dorset)

Part-time, 12 month fixed term contract, extension subject to further funding

Thank you for your interest in this part-time role with Circles South West. This position is home based in Dorset (or nearby) with frequent travel across Dorset and occasional travel elsewhere in South West England to attend training, team meetings and so on. With notice, occasional weekend work is required. In accordance with our safeguarding procedures, this position requires a satisfactory Enhanced DBS Check.

We enclose the following:

- Application pack, including job description and person specification
- Application form
- Diversity monitoring questionnaire

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

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 7th March 2025** via email to info@circlessw.org.uk. Applications received after this will not be considered. Interviews will be held on 18th March.

For an informal discussion about the role, please call Jackie Citron, Service Manager for Young People and Families, on 07584 629 442

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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