



Dear Applicant

Thank you for your interest in the post of Volunteer Manager with Active Communities.

Please find attached an application form for you to complete and return by Monday 4th February 2019. Also attached is the post job description and application guidance notes.

The post is subject to the following:

- Two satisfactory references, one being from your current or most recent employer
- Becoming a Protection of Vulnerable Groups scheme member. (the post holder will undertake regulated work with children and vulnerable adults)
- Providing relevant documentation to confirm your right to work in the UK
- Providing original qualification documentation.

Interviews will be held on 14th and 15th February 2019.

Should you wish any further information about the post, please email info@activecommunities.co.uk.

Yours sincerely

Susan McDonald
Chief Executive