

22 Annan Glade
Motherwell
ML1 2BT
April 2019

Co-ordinator Application Pack:

Cover letter
Reference Request Form
Job Description
Person Specification
Equal Opportunity Form
Self Disclosure

Dear Applicant,

Thank you for showing an interest in Befriend Motherwell. To apply for the position of Co-ordinator we would require that you submit a covering letter and attach an up to date C.V. Please remember to include any voluntary work you have done, as well as any personal experience involving time spent with an elderly person/s.

I have attached a job description and person specification for your information on the requirements of the position. The position is 25 hours per week with flexible working; salary is currently £23,963 per annum, paid 1month in arrears + 4 weeks holidays and 10 public holidays through the year. After 5 years' service the allowance rises to 5 weeks holiday from 4. Please note that, to facilitate the closing of the office over the festive period, days between Christmas and New Year return to work are not covered by public holidays and should be taken from annual leave.

Please fill in the attached documents and return, with your covering letter and C.V. to the address shown above or to vacanices@befriendmotherwell.org.uk. Please do so no later than 29 April 2019. Interviews will be held on 21 May 2019.

Yours Faithfully



Alex Baird
Chairperson of Trustees

Befriend Motherwell, Office, Dalziel St. Andrews Church, 43 -47 Merry St, Motherwell, ML1 1JJ
Tel: 01698 440180 E-mail: info@befriendmotherwell.org.uk Web Address: www.dalzielstandrews.org.uk/befriending
Scottish Charity Number: SCIO 45376

