

**How to make your application**

**Learning & Development Administrator**

Thank you for expressing an interest in the above post, please find enclosed further information and application details:

1. About SHARE
2. Staffing chart
3. Job Description
4. Person Specification
5. Application form
6. Guidance Note
7. How to apply

Please do not enclose your Curriculum Vitae without the filled-in application form. Referees will not be approached prior to a conditional offer being accepted. If you are invited for an interview for the post we will arrange to view and copy any qualification documents. **Please do not include copies of your qualifications or references with your initial application**.

SHARE is an equal opportunities employer and is committed to diversity in employment.

Once completed your Application Form should be submitted and marked **Private & Confidential** to:

Pauline Munro

Marketing & Events Manager

Saracen House

139 Saracen Street

Glasgow G22 5AZ

Or emailed to pauline@share.org.uk

Please note that the closing date for receipt of your application is **Wednesday,** **4th December 2019** at 5pm. Interviews will take place on **Tuesday 7th January 2020** in Glasgow.

In the meantime, thank you for your interest in this post and SHARE looks forward to receiving your application.

Pauline Munro

Marketing & Events Manager