

18th May 2020

Dear Applicant,

Project Manager – Enhancing Wellbeing in Our Island Communities

Thank you for your interest in the above position within Voluntary Action Orkney (VAO).

Please find enclosed:

- Application Form
- Job Description and Person Specification
- Equal Opportunities Statement and Monitoring Form
- Privacy Notice

Completed applications should be returned to Rosalind Aitken, Operations/Development Manager by **Thursday 5th June 2020 at 5pm**. Please do not send CVs, either alone or with your application, as they will not be considered. Interviews will be held **Tuesday 16th June 2020**. Depending on circumstances interviews may be held by video but confirmation of arrangements will be sent to successful candidates nearer the time.

Should you require further information regarding the post, please contact Rosalind Aitken on 01856 872897 or email Rosalind.aitken@vaorkney.org.uk

We look forward to receiving your application.

Yours faithfully,



Gail Anderson
Chief Executive