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Dear Candidate,

Thank you for your interest in applying for the post of **Volunteer Coordinator** with CVS Inverclyde.

CVS Inverclyde is a great place to work and we are proud to be committed to supporting our team – the organisation is accredited Healthy Working Lives, Happy To Talk Flexible Working, Disability Confident, Carer Positive, Dementia Friendly and Living Wage.

Please read the Job Description and Person Specification carefully before applying. When completing the application form please be aware that we will not interview anyone who does not clearly demonstrate that they meet **all** of the essential criteria for the post.

Applications open on **Monday 1st June 2020**. If you would like to speak to us about the post or have any questions about either the post or the application process please e-mail us at catriona.macleod@cvsinverclyde.org.uk before **4pm on Wednesday 10th June 2020**.

Completed applications must be received by **9am on Monday 15th June 2020**. Please ensure when completing your application that you take regard of the person specification. Selection for interview will be based upon the **Qualifications** and **Experience & Knowledge** criteria.

Interviews will take place on **Thursday 18th June 2020**. If this date does not suit you please tell us this when submitting your application.

We look forward to hearing from you.

Kind Regards,

Charlene Elliott

Chief Executive Officer