



Dear Applicant

Thank you for your interest in the role of Volunteer Coordinator with The Health and Wellness Hub. This post is funded through The Carer Breather Fund.

The post is 28 hours per week and the salary is £22,000 per annum (pro rata).

Due to the nature of the work we do, you will need to be eligible for the protection of vulnerable groups (PVG) scheme in relation to working with vulnerable adults, so a relevant Disclosure Scotland check is essential for the post.

To apply for this post, we are looking for you to provide us with information in typed form on an A4 document (no more than 2 single sided pages) responding to the key responsibilities and essential/desirable criteria detailed in the job specification. You should reference the skills, knowledge and experience you would bring to this post. Please make sure that you showcase yourself as much as possible in this document and utilise examples to illustrate why you are the best person for this post.

The document should be accompanied by a CV or a cover letter which details your contact details including full name, address, postcode, telephone number and email, relevant qualifications to the post, current employer and names and contact details of 2 references (one should be an employer-current or previous)

Please submit your application to ayeshah.khan@thehealthandwellnesshub.org.uk no later than **12 noon on Monday 13th Dec 21.**

Yours sincerely

Ayesha Khan -Founder & Director