Dear Applicant

**Community First Administration – Volunteer Centre East Lothian**

Thank you very much for your interest in the above post.

The following documents can all be downloaded from the website.

* Job Description & Person Specification
* Job Application Form
* Equal Opportunities Monitoring Form
* Privacy Notice for Job Applicants

**Please note the closing date for applications is 12.00 midday on 12 August 2022.**

Applications may be returned by email or post to**:** Lana Taylor, Operations Manager, Volunteer Centre East Lothian, 56 High Street, Tranent, EH33 1HH lana@volunteereastlothian.org.uk

Please can all applicants complete and return the Equal Opportunities Monitoring Form separately as per the instructions at the top of this form.

Interviews for selected candidates are expected to be held on 16 and 17 August. At this point in time, it is intended that candidates selected for interview will appear in person to meet the interview panel with social distancing and precautions being strictly observed. This however is subject to change should the virus become a concern again in which case a digital platform such as Zoom may be used to conduct the interview.

Kindly note that we do not contact candidates not selected for interview, so if you have not heard from us by the interview date, please assume your application has been unsuccessful.

I look forward to receiving your application form.

Yours sincerely

Lana Taylor

Operations Manager