



Tolbooth Hall
176 High Street
Dalkeith EH22 1AY

T 0131 454 0757

www.mypas.co.uk
enquiries@mypas.co.uk

15th September 2022

Dear Applicant,

Charity Administrator

Thank you for expressing interest in the above post at MYPAS. We hope that the application pack enclosed with this letter provides you with useful information about the post.

Working as part of the MYPAS Core Team, the post holder will offer organisational, administrative and clerical services to MYPAS management and service teams designed to contribute towards its aims and objectives. The key areas of focus for this role are:

1. Administrative support
2. Meeting and events support
3. Production of reports and resources.

The successful candidate will have experience of providing administrative support in a service-based organisation, a good knowledge of general office procedures, excellent IT and literacy skills, and the ability to accurately manage databases and spreadsheets.

Closing date for applications is 12 noon Monday 3rd October 2022.

Completed applications should be emailed to enquiries@mypas.co.uk.

Informal enquiries can be made to Fran Armour (Business Development Manager) on 0131 4540757.

Please note that we do not contact unsuccessful candidates.

Yours faithfully,

Dave Evans
Chief Executive