



9th February 2023

Dear Applicant

Operational Assistant

Thank you for your interest in the above vacancy with Govan Community Project.

Any informal enquiries regarding the role or the application process should be directed to Traci Kirkland, Head of Charity - traci@govancommunityproject.org.uk

The closing date for applications is 9.00 am on Wednesday 22nd February 2023. No late applications will be considered. Please note CV's are not accepted, please complete the provided application form. Should you require any accessibility support to make your application, please contact us.

We aim to hold interviews in the week commencing 27th February 2023

To enable us to monitor diversity within our recruitment processes, we would be grateful if you could complete our anonymous diversity survey which can be accessed here: <http://bit.ly/GCPHReqmonitoring>, however this is not mandatory and opting out of this will have no impact on your application.

Completed applications being submitted by email should be sent to recruitment@govancommunityproject.org.uk. Paper applications should be sent to:

Traci Kirkland, Head of Charity
Govan Community Project
840-860 Govan Road
Glasgow G51 3UU

Please note that as a small organisation we do not have the capacity to respond to every applicant individually. If you have not heard from us within 14 days of the closing date, you should consider your application to have been unsuccessful.

We look forward to receiving your application.

Kind Regards

Traci Kirkland
Head of Charity



**GOVAN
COMMUNITY
PROJECT**

Building Hope

The Fairfield Hall
Pearce Institute
840 Govan Road
Glasgow G51 3UU

T: 0141 445 3718
E: traci@govancommunityproject.org.uk
govancommunityproject.org.uk