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enquiries@mypas.co.uk

13<sup>th</sup> June 2024

Dear Applicant,

### **Business and Fundraising Officer**

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.

The postholder will be responsible for providing a range of business support functions including fundraising and business development to the Chief Executive, Management Team, the staff team and to the Board, to allow the service delivery teams to provide services that meet the needs of young people. This will include elements of business development, fundraising, communications, marketing, policy development, research and administrative support.

Closing date for applications is 12 noon Monday 1<sup>st</sup> July 2024.

Completed applications should be emailed to [enquiries@mypas.co.uk](mailto:enquiries@mypas.co.uk).

Informal enquiries can be made to Dave Evans (MYPAS Chief Executive) on 0131 4540757.

Please note that we do not contact unsuccessful candidates.

Yours faithfully,

Dave Evans  
Chief Executive

Promoting the health and well-being of young people in Midlothian

MYPAS is a Company Limited by Guarantee No: 201002, Registered Scottish Charity No: SCO29543

PATRONS: 10th DUKE OF BUCCLEUCH  
DONNIE MUNRO