

September 2024



Dear Applicant

Post of Policy Officer (part time, 28 hours per week)

Thank you for your interest in working with ASH Scotland.

The recruitment pack includes the following:

- Job Description
- Person Specification
- Supporting Information
- Working Practice and Benefits document
- Application template (for use when applying)
- Job Applicant Data Policy

If you wish to apply for the position, please send an up-to-date CV (no more than two pages) along with a completed application template outlining why you are interested in this post and how you meet the requirements to recruitment@ashscotland.org.uk by **midday Friday 11 October 2024**.

Interviews will take place virtually (via Teams) week commencing 28 October 2024

Please note that shortlisting for interviews will take place week commencing 14 October and candidates will be notified after that date if they have been selected for interview or not.

We look forward to receiving your application.

Yours sincerely

Sheila Duffy

Chief Executive