



Tolbooth Hall
176 High Street
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T 0131 454 0757

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

1st November 2024

Dear Applicant,

Office and Communications 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 busy Core Team, the post holder will offer administrative and communications support to MYPAS management and service teams designed to contribute towards MYPAS aims and objectives. The key areas of focus for this role are:

1. Administrative support
2. Meeting and events support
3. Communications co-ordination including social media
4. Production of reports and resources.

Closing date for applications is 12 noon Monday 18th November 2024.

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

Informal enquiries can be made to Dave Evans (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