



Date: 7 January 2025

To: **Applicant for the post of Deputy Chief Executive Officer**

Dear Applicant

Vacancy: Deputy Chief Executive Officer

Thank you for your interest in working with Beira's Place. Please find attached:

1. Job description
2. Person Specification
3. Deputy CEO application form
4. Job applicant privacy notice
5. Beira's Place Values and Ethos

Please return the completed application to recruitment@beirasplace.org.uk by midnight on Friday 31 January 2025 with RECRUITMENT – Deputy CEO in the subject line. Please ensure that all relevant papers are attached.

If you have requested a hard copy of the form, please ensure that it is typed or, if hand-written, that it is completed clearly in block capitals and posted by the above date, to:

Chief Executive Officer
Beira's Place
15 Young Street
Edinburgh
EH2 4HU

Please do not attach a CV with your application. Any attached CV will be discarded upon receipt and your application will be considered on the completed form alone.

The closing date for applications will be midnight on 31st January 2025. Interviews for the post will be held in person on Thursday 20 February 2025. Only applicants shortlisted for interview will be contacted.

Yours sincerely,

Lesley Johnston
Chief Executive Officer

