



Dear colleague,

RE: Post of Volunteer Co-ordinator

Thank you for your interest in the above role at Dalkeith & District Citizens Advice Bureau.

Attached, please find the following documents:

- Copy of the advertisement for the vacancy
- Job specification for the post
- Application form
- Equal opportunities monitoring form
- Privacy policy for job applicants

Please read through the materials carefully, especially the Job Specification.

When completing the “Additional Information” section, ensure you include examples of skills, knowledge and experience that demonstrates you meet each of the essential criteria for the post, point by point. Also include examples that meet the desirable criteria, if appropriate.

You can find more information about Dalkeith CAB at www.DalkeithCAB.org.uk.

The closing date for applications is **Monday, 15th April at 5pm**. Unfortunately, we will not be able to consider applications received after that day and time.

We will aim to interview shortlisted candidates the week of 22nd April, and for the successful candidate to start as soon as possible.

If you have any questions about the role or Dalkeith CAB, please contact me via email at Julie.Podet@DalkeithCAB.org.uk as soon as possible.

Thank you again for your interest in the post and in our CAB. I hope to hear from you soon.

Kind regards,

Julie Podet

Julie Podet
Manager of Dalkeith CAB

Dalkeith & District Citizens Advice Bureau, 8 Buccleuch Street, Dalkeith, Midlothian EH22 1HA
Tel. 0131 660 1636, Email: bureau@dalkeithcab.org.uk. Web: www.DalkeithCAB.org.uk

Scottish registered charity no. SC 000593. Company Limited by Guarantee in Scotland, no. SC 332676.
Authorised and regulated by the Financial Conduct Authority to provide debt advice. FC ref. no. FRN 617446