



26<sup>th</sup> September 2023

Dear Applicant,

**Re: PART TIME VOLUNTEER SERVICE COORDINATOR (HELPLINE SERVICE)**

Thank you for requesting a job pack for the above role.

The role will require you to work 21 hours each week on the following days/times:

- Mondays (Split shift: 9.15am-1.15pm & 7.15pm – 10.30pm & Thursdays and Fridays during office hours
- Pay will be NJC scale 18 to 20: £27,344 to £28,371 pro rata (depending on experience)
- Permanent contract

Please find attached:

1. Application Form
2. Job Description and Person Specification
3. Equalities Monitoring Form
4. Summary Statement & Guidance Notes
5. Website link to latest Annual Review: <https://www.womankindbristol.org.uk/who-we-are/>

**The closing date for receipt of your completed application is 30<sup>th</sup> October 2023 by midday.**

**Proposed interviews will be held on Thursday 2<sup>nd</sup> November 2023.**

Please return your completed Application form and Equalities Monitoring Sheet marked Volunteer Service Coordinator (helpline) Job Application (private and confidential) by email to [info@womankindbristol.org.uk](mailto:info@womankindbristol.org.uk)

Please note that due to our Equalities and Diversity Policy, CV's will not be accepted as part of the selection process.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Kyra Bond'.

Kyra Bond

Chief Executive Officer