



April 2024

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 24.5 hours each week on the following days/times (includes 30 minutes unpaid lunch break on full days): Mondays (2.30pm – 10.30pm), Wednesdays (9.00pm - 4.00pm), Thursdays (9.00pm - 4.00pm), Fridays (9.00pm - 1.00pm)
- Pay will be NJC scale 18 to 20: £29,269 to £30,296 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 7<sup>th</sup> May 2024 by midday.**

**Proposed interviews will be held from 1.00pm on Wednesday 15<sup>th</sup> May 2024.**

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 dark ink, appearing to read 'Kyra Bond', written over a light blue horizontal line.

Kyra Bond

Chief Executive Officer