

Dear Applicant

NCVS Central Administrator

Thank you for your interest in the post of NCVS Central Administrator at Nottingham Community and Voluntary Service (NCVS).

Please find enclosed:

- Guidance Notes: Applying for a Job with NCVS.
 - It is essential that you read these notes carefully **before** you complete your application form.
- Application Form
- Equality and Diversity Monitoring Form (last page of Application Form)
- Job Description
- Person Specification
- Positive about Individuals Statement

General information about NCVS can be found on our website: www.nottinghamcvsv.co.uk

Please return your completed application by **12 noon on Monday 20 January 2025** to: recruitment@nottinghamcvsv.co.uk

We can only accept email applications for this role. If you require a different method of delivery, please call 0115 934 8400.

Please note that late or incomplete applications will not be accepted.

Interviews will take place week commencing 27 January 2025, so please ensure you will be available on this date prior to applying for this vacancy.

We wish you luck and look forward to receiving your application.