

Dear Applicant

Deputy Chief Executive Officer (CEO)

Thank you for your interest in the post of Deputy Chief Executive Officer (CEO) 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:

<https://www.nottinghamcvs.co.uk>.

Please return your completed application by 12 noon on Tuesday 22 April 2025 to:

recruitment@nottinghamcvs.co.uk

We are only accepting applications by email. If you require another format, please contact us on 0115 934 8400.

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

Interviews will take place week commencing 28 April 2025. If shortlisted, you will be contacted and informed which date you are invited to interview. Please ensure your availability prior to applying for this vacancy.

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