

Events/Fundraising Co-ordinator

Dear Applicant,

Within the downloadable application pack you will find a Job Description and Person Specification for the above post. Your application should include a CV and a letter of application referring to the Job Description and Person Specification, outlining how you feel your skills and experience relate to the role. Short listing criteria will be based on the applicant's ability to demonstrate the requirements stated in the Person Specification.

The time frame for this recruitment process is as follows:

3rd January Closing date for receipt of applications

5th January Shortlisted applicants will be invited to interviews

9th January Interviews to be held in Victoria, London

The start date for this position is preferably Monday 16th January, although some flexibility is available for the right candidate.

Applications can be sent by post to:

Mrs Claude Knights
Director
Kidscape
2 Grosvenor Gardens
London SW1W 0DH

or by email to vacancies@kidscape.org.uk.

The closing date for receipt of applications is noon on Tuesday 3rd January 2012.

Only applicants shortlisted for interview will be contacted. Due to the high number of expected applications we are unfortunately unable to enter into any correspondence with unsuccessful candidates as we must make the best use of our charity's resources. Thank you for your understanding in this matter.

Thank you for showing an interest in this post. We look forward to receiving your application.

Yours sincerely,

Claude

Claude Knights
Director