



October, 2021

Dear Applicant,

Re: Volunteering Advisor

Thank you for your interest in this post. Within this pack you will find a:-

- The advert for the role
- Job description and personal specification
- Application form
- Equality and diversity monitoring form

The closing date for applications is **Friday, 15th October at 1.00pm**. Shortlisting will take place immediately and interviews will be held during week beginning 25th October.

I suggest that for further information about VAAC and our work you go to www.vaac.org.uk. Please note that it is a requirement of the role that you have access to a car.

We do not accept CV's but require you to complete all sections of the application form. If you would like to discuss the post further please do not hesitate to contact me on the above mobile number or email me at hilda.sherwood@vaac.org.uk. Completed applications should also be sent to this email address.

I wish you all the best in your application

Yours sincerely,

Hilda Sherwood
Chief Executive

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