

Citizens Advice Mid Ulster

CAMU, PO Box 81, Magherafelt, BT45 9AX
Tel. 028 8676 6126 email. CAmidulster@citizensadvice.co.uk



7 March 2017

Dear Applicant

Role: Advice Coordinator

Term: Fixed Term to 31 March 2018 (with possible extension)

Location: Based in Mid Ulster (Dungannon, Cookstown and Magherafelt), with travel as below

Reference: CAMU

Total Available Posts: 1

Background Information

Thank you for your interest in this role. The post is fixed term for 1 year as above, with a possibility of extension. The role involves travel between our various main offices in Dungannon, Cookstown and Magherafelt. Travel between office locations will not be reimbursable.

Role

The duties for the role are clearly outlined in the attached Job Description and Person Specification. The successful applicant will be an employee of Citizens Advice Mid Ulster and will be subject to terms and conditions of employment as set out by Citizens Advice Mid Ulster upon commencement of employment.

Application

Please find enclosed

1. Application Form
2. Equal Opportunities Monitoring Form
3. Job Description & Person Specification

Please be advised this role is a regulated position and therefore the successful applicant will be subject to a confidential Access NI Check. Please also find enclosed, for your information:

- Citizens Advice Policy on the Recruitment of Personnel with a Criminal Record,
- Policy Statement for AccessNI checks.

The closing date for return of completed application forms is 29 March 2017 at 2pm.

Please note that it is anticipated that interviews with shortlisted candidates will take place on week beginning 3 April 2017.

Applications should be sent by email however postal applications will be accepted. A signed copy of application will be required before commencement of employment.

Applications should be marked confidential and be sent to:
camidulster@citizensadvice.co.uk

or Stephen Catherwood, Citizens Advice Mid Ulster, 7-11 William Street,
Cookstown, BT80 8AX

Thank you once again for your interest in this role.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Catherwood". The signature is written in a cursive style with a large initial 'S'.

Stephen Catherwood
Citizens Advice Mid Ulster Manager

ENCS