



26<sup>th</sup> February 2020

Dear Sir/Madam

## **Re: Administrator [28hrs per week]**

Thank you for your interest in the above post. Please find enclosed the following:

- 1) Job Description / Person Specification
- 2) Guidelines for completing Application forms
- 3) Application Form & Equal Opportunities Monitoring Form
- 4) Our Generation project background information

Shortlisting of applicants will be based on the information provided in their Application Form. It is essential that all applicants demonstrate how and to what extent they satisfy the essential criteria outlined in the Person Specification.

You are encouraged to read the Person Specification before you address the Questionnaire as this outlines the skills, knowledge and experience required for the post. Only those candidates who meet the essential criteria will be invited for interview.

Applicants should be aware that completed Application Forms will be accepted by hand delivered, posted or via email. If you are posting your completed application, **it is up to you to ensure that the envelope carries sufficient postage to enable successful delivery.** If emailing through your application form, it is your responsibility to ensure it retains its formatting.

Please note that the successful candidate will be required to undergo an Enhanced Disclosure check via the AccessNI Service before commencement of employment.

**The closing date for the above post is 2pm, Friday 13<sup>th</sup> March 2020**  
**Late applications will not be accepted under any circumstances.**

**Jimmy Gillen**  
**Director of Corporate Services & Finance**  
**PlayBoard**

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