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Date 11th October 2021

Dear Applicant

**Re: Advisor Role**

Thank you for your interest in the above role.

Advice Space is the largest independent advice provider in NI, we hold Investing in Volunteers and we have received a Macmillan Excellence Award Service for our work on innovation and integration.

We are an equal opportunities employer and are committed to the principle that recruitment is on the basis of merit. We welcome applications from all eligible applicants, irrespective of race, colour, ethnic or national origin, religious or philosophical belief, political opinion or affiliation, sex, pregnancy or maternity, marital status, sexual orientation, gender reassignment, age, disability or dependants.

Enclosed with this pack you will find the following recruitment documents:

1. Advice Space application form
2. Job Description & Personnel Specification
3. Equal Opportunities Policy
4. A confidential Fair Employment Monitoring Form
5. Background information on Advice Space
6. Copy of Advice Space Policy on Secure Handling, Use, Storage and Retention of AccessNI Disclosure Information
7. Copy of Advice Space Policy on the Recruitment of Ex-Offenders

Please follow all the instructions outlined in the application form as failure to do so will lead to your form being invalidated. Please note we are unable to accept supplementary information such as CVs.

The closing date for receipt of completed applications is Monday 25th October 12 noon

Further appointments may be made from this competition should positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Should you require any further information please contact jodym@advicespace.me

We look forward to receiving your application.

Yours sincerely

**Linda Williamson**

**Chief Executive**