

January 2023

Dear Applicant

**Role: Part Time Tribunal Representative**

**Salary: £25,409 pro rata or Trainee £20,000 pro rata**

**Location: Ballymote Centre, Downpatrick**

**21 Hours per week**

**Office hours are Monday – Friday 9am – 4.30 pm**

**Application for position**

Please find enclosed

1. Application Form and CV also to be sent.

2. Job Description &Person Specification

3. Guidance Notes

Please be advised this role is a regulated position and therefore the successful applicants will be subject to a confidential Access NI Check.

**The closing date for return of completed application forms is Friday 17th February 2023 at 1pm.**

Applications to be emailed to **Kellie@advicenmd.com.**

Thank you for your interest in this role.

Yours sincerely

Kellie Murray

Operations Manager