



46 Donegall Pass
Belfast BT7 1BS

citizensadvice.co.uk

Role: Manager – Citizens Advice Armagh
Term: Permanent
Location: Based in Armagh office, with travel as required
Reference: **CA/AM/17/5/3**

02 June 2017

Dear Applicant

Manager – Citizens Advice Armagh – Cover Letter

Thank you for your interest in this exciting opportunity to become Manager of Citizens Advice Armagh. Please find enclosed:

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

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:

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

This recruitment exercise is administered by Citizens Advice Northern Ireland on behalf of Citizens Advice Causeway. The successful appointee will be an employee of Citizens Advice Causeway.

The closing date for return of completed application forms is Thursday 22 June 2017 at 5pm.

Please note that it is anticipated that shortlisted candidates will be interviewed week commencing Monday 17th July 2017.

Citizens Advice Northern Ireland is an operating name of the Northern Ireland Association of Citizens Advice Bureaux.

Chairperson: Billy Snoddy

Executive Director: Pól Callaghan

NI Charity Registration Number NIC103461

Company Limited by Guarantee: Number NI 017574

Registered Office: 46 Donegall Pass Belfast BT7 1BS

Citizens Advice is Authorised and regulated by the Financial Conduct Authority: FRN:665287



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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:

Janet Sproule janet.sproule@citizensadvice.co.uk

or by post to Janet Sproule, Citizens Advice Regional Office, 46 Donegall Pass,
Belfast BT7 1BS

Thank you once again for your interest in this role.

Yours sincerely

Lynd Roper
Chairperson
Citizens Advice Armagh

ENCS

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