

Dear Applicant

POST: Advice Supervisor (Part-time 30 hours per week over 5 days)

Salary £19,350

Closing date: Sunday 21 October 2018 (midnight)

Interview date: Wednesday 24 October.

Thank you for your enquiry about the above vacancy.

You'll find the following enclosed in this application pack:

- Application form and guidance notes.
- Diversity monitoring form.
- Job description.
- Person specification.

Please return your completed application form by email to
recruitment@citizensadvicenottingham.org.uk

We shall be shortlisting immediately after the closing date.

We hope you will be successful in your application. However, if you are not, please don't be discouraged from applying to us in future; your skills and experience may be what we need for our next vacancy.

We look forward to receiving your completed application form.

Yours faithfully

Trish Eaton
Chief Officer
Encs

Chief Officer: Trish Eaton

Company limited by guarantee. Registered number 2323141 England.

Registered office: 34-36 Carrington Street, Nottingham NG1 7FG

Charity registration number 701259.

VAT number 772 0840 33.

Citizens Advice Nottingham & District is the operating name of Nottingham & District Citizens Advice Bureau

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