

Burngreave Messenger

Dear applicant,

Thank you for your interest in the Messenger's Office and Distribution Administrator post. This is a maternity cover until 31st March 2012.

Please find attached:

- Job Description
- Person Specification
- Organisational background
- An Application Form
- Monitoring Form

Please fill in the application form and monitoring form and return them to the Burngreave Messenger. We will accept e-mailed copies sent to mail@burngreavemessenger.org but will ask for a signed copy prior to appointment. You can also post your application to Abbeyfield Park House, Abbeyfield Road, Sheffield S4 7AT.

The closing date for applications is 12 noon on Monday 12th September 2011.

If you are shortlisted, the interviews are likely to be held on Wednesday 21st September.

Candidates should refer to the person specification when completing their application forms. Although the ideal candidate would have all the qualities listed, applications will be considered even if this is not the case.

The monitoring form will be separated from the application form and will not form part of the selection process. The information will only be used to monitor the effectiveness of our equal opportunities policy.

Candidates should be aware that the Burngreave Messenger's office is upstairs in Abbeyfield Park House, which regrettably does not have disabled access.

For informal enquiries about this post, please contact Richard Belbin on richardbelbin@blueyonder.co.uk or 07790 612 473.

We look forward to receiving your application.

Burngreave Messenger Ltd, Abbeyfield Park House, Abbeyfield Road, Sheffield, S4 7AT.
Tel: 0114 2420564 e-mail: mail@burngreavemessenger.org
Co. Reg. No: 4642734 Registered Charity 1130836