



Skills for People
4 Glendale Terrace
Newcastle upon Tyne
NE6 1PB

March 2022

Dear Applicant,

Thank you for your interest in the post of part time Administrator. In this pack you will find:

- A job description
- A person specification
- The main terms and conditions of employment for this post
- Information about Skills for People
- A privacy notice about how we will use your information

You can apply for this job by sending us your CV. You must tell us:

- Your name, address, phone and email contact details
- About your education history, qualifications and training (with dates)
- About your work history including:
 - Name and address of employer
 - Your job title
 - A brief description of the responsibilities that you held in each job
 - Start and finish dates for each job
- About any voluntary work you have done
- About any gaps in your employment, such as bringing up a family or a career break
- The names, roles and contact details of two referees who can tell us about your suitability for this job. We will not contact your referees without your permission. One of these referees should be your current employer, or most recent employer if you are not currently employed

Please accompany your CV with a letter, telling us why you are applying for this job. Tell us how your knowledge, skills and experience meet the requirements of the post holder as set out in the person specification. As well as paid work experience, we are

Tel: 0191 281 8737 | **Email:** Information@skillsforpeople.org.uk | **Web:** www.skillsforpeople.org.uk

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interested to know about any lived and voluntary experience that would help you in this role.

Your letter should be no longer than **2 sides of A4, minimum 12pt font** and should be Microsoft Word compatible.

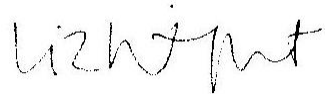
The closing date for applications is **12 noon on 4th April 2022**.

The interviews for this post will be held on 25th April 2022. Tell us in your letter if this date is not convenient as we may be able to arrange another date.

Your CV and letter can be posted to the address above or emailed to:

lesley.cottrell@skillsforpeople.org.uk.

Yours sincerely,

A handwritten signature in black ink that reads "Liz Wright". The signature is written in a cursive style with a large initial 'L' and a stylized 'W'.

Liz Wright
Chief Executive