

Dear Applicant,

**Title of Post:** **Administrator**

Please find enclosed our application pack which contains:

Job Advert

Job Description and Person Specification

Application Form

Equal Opportunities Monitoring Form

Please complete the application form paying particular attention to the person specification and explaining how your knowledge, skills and experience demonstrate that you meet those required for the post. We would also be grateful if you could complete and return the Equal opportunities monitoring form but this is not essential.

Further information is available on our website [www.swanseacarerscentre.org.uk](http://www.swanseacarerscentre.org.uk)

If you would like an informal discussion about the role feel free to call me on 01792 653344. The closing date for applications is **Monday 06 December 2021**

We are happy to accept a hard copy or emailed application but it is your responsibility to ensure that we have received it. Contact details can be found at the bottom of the page.

Only shortlisted candidates will be contacted and asked to attend for interview.

Thank you for your expression of interest in this post.

Yours sincerely

Emma Daniels

Deputy Director