

Penhaligon’s Friends

Trecarrel

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21st March 2018

Ref; Reception/ Admin Assistant – full time

Dear Candidate,

Thank you for your interest in the above post with our charity. Penhaligon’s Friends has been in operation for over 20 years supporting children, young people and their families within Cornwall when affected by bereavement or serious illness.

We are a small staff team with a very enthusiastic volunteer group and the successful candidate will work closely with all members of the team. Our office base in Redruth is where you will spend the majority of your hours; however there is a requirement for some travel throughout the county.

We have created this post to compliment the existing team and cope with the increasing demand for our services.

Please find enclosed a job description, person specification and an application form. The closing date for all applications is Tuesday 17th April at 10.00am and the interview date will be Thursday 26th April 2018.

If you would like to discuss the position in further detail please contact me in the office. We look forward to receiving your application.

Yours sincerely,

**Julie**

Julie Parker

Manager





Registered Charity No. 1053968