

Dear Applicant

**Administrator at Off The Record Twickenham**

Thank you for your interest in the above position. Please find enclosed:

- 1 Job Description with Person Specification
- 2 Background Information on Off The Record
- 3 Child Protection/Safeguarding Procedure
- 4 Confidentiality Policy
- 5 Equal Opportunities and Diversity Policy
- 6 Data Protection Policy
- 7 Notes on Completing the Application form
- 8 Application Form (5 pages)

We are looking for people who best meet the requirements of the Person Specification, and who will be comfortable working within the framework provided by Off The Record. This post is line-managed by the Service Manager.

**The selection process will involve:**

- Initial selection against application form
- Formal interview
- References and Enhanced DBS checks
- Three months initial trial period working at OTR.

The closing date for applications is 12.00 noon on Monday, 8 February 2021 and we hope to interview candidates within 2 weeks after that. **Please return your application forms by email, with the subject heading of OTR Administrator, and send to Rowena O'Beirne, OTR's Business Manager: [rowena@otrtwickenham.com](mailto:rowena@otrtwickenham.com).**

Yours sincerely



Deborah Kerpner  
OTR Manager