

Dear Applicant

Assistant 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 Equal Opportunities and Diversity Policy
- 5 Data Protection Policy
- 6 Notes on Completing the Application form
- 7 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 **10.00am on Monday, 28 November 2022** and we will interview candidates in the morning on Friday 2nd and Tuesday 6th December. **Please return your application forms by email, with the subject heading of OTR Assistant Administrator, and send to Deborah Kerpner, OTR Manager: info@otrtwickenham.com.**

Yours sincerely



Deborah Kerpner
OTR Manager