

Dear Applicant

**Re: Vacancy – Senior Operations Manager**

Thank you for your enquiry regarding the above vacancy; the following items are included for your information:

- Application Form
- Guidelines to follow for section 7 of the application form
- Job Description and Person Specification

When completing the application form, please be aware that it is in your own interest to show how your skills and experience match **each item** in the **Person Specification** for this post. This is how your application will be assessed and marked. Failure to comply with these instructions **will** result in your application being rejected.

The closing date for receipt of applications is 9:00am Mon. 13 Oct. At present the plan is to hold the interviews week commencing 27 Oct. However, if business needs dictate, this date may change.

Please send completed applications to [Recruitment@volunteercornwall.org.uk](mailto:Recruitment@volunteercornwall.org.uk)

The position is offered subject to receipt of satisfactory pre-employment checks and a three-month probationary period.

It is our organisation's policy to only contact the applicants we are inviting to the next stage of the recruitment process. If you have not heard from us by 24 Oct., please assume that on this occasion you are not invited to interview.

Yours faithfully



Mary Baldwin  
HR Manager