

Dear Applicant

Re: Vacancy – Primary Care Climate Resilience Programme Manager - Countywide

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

- Application Form.
- Job Description and Person Specification.
- Recruitment of offenders policy.

When completing the application form, please be aware that it is in your interest to show how your skills and experience match each essential skill in section 7; this is how we assess and score applications.

The closing date for receipt of applications is **9:00am on Mon 3 Aug. '26**. At present the plan is to hold the interviews on **Mon 17 Aug.** however, if business needs dictate, this date may change.

Please send completed applications to Recruitment@volunteercornwall.org.uk

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

Your application and interview should give us an accurate and authentic picture of your skills and experiences, allowing us to determine whether you are a good fit for the role. Before you apply, within the application form we will ask you to confirm that the information you have provided has not been AI-generated. We may reject applications where we believe that AI is used inappropriately at any stage of the process.

Our internal vetting process usually results in the top 5 applicants being contacted for an interview. If you have not heard from us by **18 Aug.**, you have unfortunately not been selected to move forward at this time. We encourage you to keep an eye out for future career opportunities with us, and we wish you the very best in your job search.

Yours faithfully



Mary Baldwin
HR Manager