

Dear Applicant,

Re: Application for Administrative Assistant, Heritage Journeys project

Thank you for your interest in the position of Administrative Assistant at First Steps Women's Centre. Please find enclosed the application pack which includes an application form, job description and personal specification. A monitoring form is also included. Please complete and return in the envelope provided along with your application.

You can return the application and monitoring form to the following email address:

fswc.recruitment@gmail.com.

The closing date for this position is **Wednesday 7th May 12.00 noon**. Any applications received after this time will not be considered. Please email your application to fswc.recruitment@gmail.com, or post to the above address.

For further information on the Centre and the day to day running of the organisation please visit at our website, www.firststepswomenscentre.org.

I look forward to receiving your application.

Yours faithfully



Michael McGoldrick

Chief Executive Officer

First Steps Women's Centre