



Post of:

Clerical Officer

Some information for applicants:

1. Decision making:

The Speedwell Trust Board of Trustees has authorised an appointment panel to shortlist and interview applicants and to bring their recommendations to a full meeting of the charities' Management Committee.

2. Only the referees of the applicant(s) to be recommended for appointment will be taken up.

3. Short listed applicants will be invited for interview at The Speedwell Trust, Parkanaur Forest Park, Dungannon as soon as possible after the closing date for receipt of applications.

4. Travelling expenses will not be paid in respect of attendance at interview.

All posts are subject to Access NI checks.