



Personal Assistant to the CEO and Directors

Thank you for your interest in the above post. With regard to this post, please find attached:

- Job description and person specification
- Information about the Immigration, Asylum and Nationality Act 2006
- Application Form

Devon Communities Together (DCT) is the operating name of The Community Council of Devon, an independent charitable company founded in 1961, and part of a national network of Rural Community Councils.

We are a community development organisation. We 'help communities help themselves' by providing advice and information and supporting projects throughout Devon. We have a special concern for Devon's rural communities and especially those who are at risk of isolation and disadvantage and for whom rurality brings an additional challenge to their daily lives.

Our vision is of dynamic communities shaping their own futures. Our Mission is to inspire and support communities to be thriving, resilient and inclusive.

Please use the Application Form provided and do not send, or make references to a CV. Please note that the shortlisting process involves scoring applicants against how well they match the person specification, so please provide clear evidence of how you meet each of the requirements. Where job requirements and operational demands allow, we will consider any reasonable requests for flexible working patterns.

Our preferred method of receipt of applications is via e-mail to recruitment@devoncommunities.org.uk. However, if you prefer to send a hard copy of your application in the post please mark the envelope 'Confidential: Job application' and provide a stamped addressed envelope if you require acknowledgement of its receipt.

It is Devon Communities Together's practice to only contact those applicants selected for interview, so if you have not heard from us by 30th July 2019, please assume your application has been unsuccessful.

Deadline for applications: Please note that all applications must be received at Devon Communities Together office by **9:00am Thursday 25rd July 2019**.

Interview Date: Interviews will take place in Exeter on **Friday 2nd August 2019**. The start date will be as soon as practicable after interview.

If you require this application pack in large print or a different format please contact Devon Communities Together on 01392 248919

telephone 01392 248919

email info@devoncommunities.org.uk

www.devoncommunities.org.uk

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