July 2019

Dear Applicant,

Thank you for your interest in the Bothy Project Coordinator based at the Bothy, Gourock, Inverclyde.

The following documents will assist you in your application:-

- Job description and Person Specification
- Summary of Terms/Conditions for Staff

They are available to download from our website www.cyclinguk.org/jobs and as hard copies from the HR Manager, Cycling UK, Parklands, Railton Road, Guildford, Surrey GU2 9JX. The closing date for receipt of applications is 12.00 noon on Thursday 8 August 2019.

Completing and returning your application:
To apply for this fixed term post to March 2020 working 4 days per week please complete the attached application form directly addressing the job description and person specification out lining why your skill set would suit this role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

You may return your application either by post to Sue Cherry at the above address or by email as attachments to sue.cherry@cyclinguk.org.

Short-listing and interview arrangements:
All applications are considered carefully and objectively against pre-determined criteria. We will respond to every application. We plan to hold interviews on Wednesday 15 August 2019 in Gourock, Inverclyde and will notify shortlisted and unsuccessful candidates as soon as possible after the closing date.

Thank you for your interest in Cycling UK. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Paul Tuohy
Chief Executive