



HOW TO APPLY FOR THE ROLE OF ADMINISTRATION MANAGER AT DEBK

If you have read the information provided in the job pack, and if you feel that we are offering a position which you would like to be considered for, then you will need to make a formal approach. Applications should be by CV, with an accompanying typed response to the Person Specification. Your CV must contain a full employment history, as well as reference to any relevant qualifications you may hold, educational and/or professional. It should also provide us with your full postal address and a contact telephone number and email address. Your response to the Person Specification needs to address all of the areas as set out on the guidance form provided – both essential and desirable – even where you may not have had direct workplace experience. (Feel free to give us examples of work you have done, or projects you have undertaken, which illustrate what you believe you will bring to the role.)

Once completed, you should send us your CV, and the completed responses to the Person Specification. You can submit these by post to Jonathan Martin, Percy Barton House, 33 – 35 Dawes Road, Fulham, SW6 7DT. Or by email to jonathan@debk.org.uk

If you have any queries, feel free to call us on 020 7386 9387

Jonathan Martin

Clerk to the Trustees/Company Secretary (on behalf of the Trustee body).