



*Relieving poverty in
Fulham since 1618*

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ADMINISTRATION MANAGER

Thank you for requesting/downloading an information pack for the above position.

The person appointed to this post will be invaluable to the furtherance of the work of the Charity, and Trustees are aware of the responsibility they have to appoint someone of the highest calibre. These are challenging times. We look forward to building on our significant successes of recent years so as to further develop our contribution to the wellbeing of those in need in Fulham.

Applicants are being invited to set out their skills and experience by means of a CV, and a response to the Person Specification - as included in the job pack. Additional guidance can be found in 'how to apply', and a Job Description is also provided, for general reference purposes.

Please note that you can read more about the work of the Charity on our website debk.org.uk, where you can also download our most recent [annual report](#).

We look forward to receiving your application before the deadline of Friday 30 November and would like to thank you again for your interest.

With best wishes

Jonathan Martin

Clerk to the Trustees and Company Secretary