Timebank South West  
15 Whitleigh Green  
Whitleigh  
Plymouth  
PL5 4DD

09/09/2020

Dear Applicant,

Thank you for your interest in the Communications and Administration post for Timebank South West.

The post is 8 hours a week contracted up to 1st April 2021 with a salary of **£4,243** (£19,890 FTE). We hope to secure additional funding which will mean the contract could be extended beyond March 2021.

The role will require you to work at our office base in Whitleigh (depending on Covid-19 social distancing rules at the time) supporting a small friendly team of four part-time staff, including the Director, Outreach and Project workers. Please read the job description and person specification before applying.

* Deadline for returned application: **Wednesday 30th** **September 2020.**
* Interviews for short-listed applicants will take place on **Wednesday 14th October 2020.**

If you would like an informal chat about the post, please call me on 07791 961869.

I look forward to receiving your application - **please note CVs will not be accepted**.

Best wishes

Liza Packer

Director, Timebank South West