

22nd March 2023

Dear Applicant

Thank you for enquiring about the **Service Administrator post.**

 Enclosed is:

* A job description
* An application form
* An equalities monitoring form

For any further information you might require about Bristol After Stroke or the application process, please see our [www.bristolafterstroke.org.uk](http://www.bristolafterstroke.org.uk) or call the office on 0117 964 7657.

If you would like an informal discussion about the post, **please call Gemma Holden on the numbers below.**

The closing date for applications is **Friday 7th April, 12 midday**. Please return your application and equalities monitoring **form by email or post.**

**Email** : office@bristolafterstroke.org.uk

**Post**: Bristol After Stroke, The Gatehouse Centre, Hareclive Rd, Bristol, BS13 9JN

**Please note provisional date for interviews is Thursday 13rd April.**

Thank you again for your enquiry. We look forward to receiving your application.

Yours sincerely

Gemma Holden

Gemma Holden

Operations Manager

**Office: 0117 9647657**

**Mobile: 07483 045720**