

Programmes Administrator (GM & Other Regions) - How to Apply

Application is made by clicking 'Apply now' via Charity Jobs and submitting a CV and a Cover Letter:

The CV should be tailored to demonstrate how you meet the competencies.

The Cover Letter should highlight how you demonstrate two of the competencies listed in the attached job pack in more detail, with the opportunity to demonstrate how you are working towards any competencies you feel you are lacking in. The Cover Letter should also detail why you are interested in the role, why you want to work for One Million Mentors, and how your values match those of our own. The Cover letter should be no more than 2 pages of A4. **Applications without a cover letter will not be considered.**

We encourage applicants from diverse and underrepresented backgrounds to apply to this role.

One Million Mentors is committed to ensuring all necessary steps are taken to protect children and adults at risk from harm. All 1MM staff are expected to observe professional standards of behaviour and conduct their work in line with our Safeguarding Policies. Any Employment with One Million Mentors will be subject to the following checks prior to your start date:

- A self disclosure form
- A satisfactory police record check to include a Disclosure and Barring Service (DBS) check
- Receipt of satisfactory references
- Proof of eligibility to work in the UK

Applications should include your notice period and two referees where possible, to be contacted with your permission.

The closing date is 12 noon on Wednesday 6th November 2024, but we reserve the right to close this application early.

We regret that we will only be able to offer feedback to shortlisted applicants.