



Maynard House
New Smithfield Market
Manchester, M11 2WJ
Tel: 0161 223 8200
www.emerge3rs.co.uk

October 2024

Re: Employability Administrator – 15 hours per week, to December 2025

Thank you for your interest in the above vacancy. I've attached a job description and an application form. Please visit our websites for more information about the important work we do: [EMERGE](#) and [FareShare GM](#).

Our **Employability Administrator** will work with the Volunteering team and other key staff to assist in promoting the benefits and opportunities of the Give & Gain Programme at EMERGE. This role will help us to recruit additional volunteers from the local community and beyond, by identifying and connecting with new networks and operational partners. Please note that this role is office-based.

Please review the job description and complete the application form. In the "Statement in Support of Your Application" you should outline how your previous experience matches the Main Responsibilities of the role, as well as the essential and/or desirable qualities outlined in the person specification.

You may enclose a C.V. if you want to, however, you must be aware that this will not serve as an alternative to completing our application form. Please email completed forms to recruitment@emergemanchester.co.uk.

The **closing date** for applications is midnight on **Friday 8th November 2024**.

If you have any queries about the job or the application process, do not hesitate to contact us by email (see above). We look forward to hearing from you.

Yours sincerely,

Sandy Middleton

Sandy Middleton
HR Manager

