18th January 2017

Dear Applicant

We are recruiting a new administrator to join our vibrant team in our busy Gloucester office. This is a challenging and rewarding role that will support the organisation, and the development of our peer mentoring programme and time bank scheme within South West prisons. The post is for 3 years and is funded by the National Lottery for 16 hours a week. Salary £15,598 - £16,998 pro rata.

We need someone who has experience of administration including taking minutes, creating systems for and then compiling data, and working with colleagues to prepare reports. Experience of working in the criminal justice sector and / or voluntary sector would be beneficial. More information about Fair Shares can be found on our website [www.fairshares.org.uk](http://www.fairshares.org.uk)

Please complete our application pack and include a covering letter detailing **why you believe your skills and experience make you the best candidate for Fair Shares**.

For a job description and application form visit www.fairshares.org.uk, phone 01452 415900 or

e-mail [time@fairshares.org.uk](mailto:time@fairshares.org.uk). For an informal discussion and to find out more about the role please contact Lucia by email on [lucia@fairshares.org.uk](mailto:lucia@fairshares.org.uk)

Closing date for returned applications: Friday 10th February at 5pm

Interviews will be held on Tuesday 21st February in Gloucester

**Due to the nature of the post in working with offenders you may be subject to a full prison service security check, you will need to complete a DBS check and must be eligible to work in the UK.**

Yours sincerely

Lucia Shaw

Prison Project Lead