



Liverpool World Centre
Toxteth TV
37-45 Windsor Street
Liverpool L8 1XE
Tel: 0151 708 6515
www.liverpoolworldcentre.org

Wednesday 23rd October, 2018

Vacancy for Office Coordinator

Thank you for your interest in the above post. Liverpool World Centre is looking for a person to join our committed team of staff, working alongside our volunteers and committee members. We are a relatively small organisation in which each person working with us plays an important role in shaping the organisation as well as carrying forward their work. We value the varied skills, experience and insights that each person brings and aim to provide opportunities for our staff to contribute to their full potential.

The application pack for the above post consists of:

- Office Coordinator - Job profile, person specification, terms & conditions of service, information on the recruitment process and guidance notes (all one document). Please read the "notes on making an application".
- Application form
- Equal opportunities monitoring form

Please also visit www.liverpoolworldcentre.org for more information about us.

Applying for the post

Please return your completed application form and equal opportunities monitoring form, marked "Private and Confidential", to pablo@liverpoolworldcentre.org or

Pablo Guidi
Liverpool World Centre
Toxteth TV, 37-45 Windsor Street
Liverpool L8 1XE

Application closing date

The closing date is **Thursday 6th December, 2018, 10am**

Interviews

Please note that if you are short-listed, you will be invited to an **interview at our centre on Monday, 17th December 2018**. Please be prepared to attend a full day interview between 10-4pm. Successful applicants will be invited to interview by 5pm on Tuesday 11th December. If you have not heard by this date, then unfortunately your application has been unsuccessful.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Pablo Guidi".

Pablo Guidi
Director, LWC