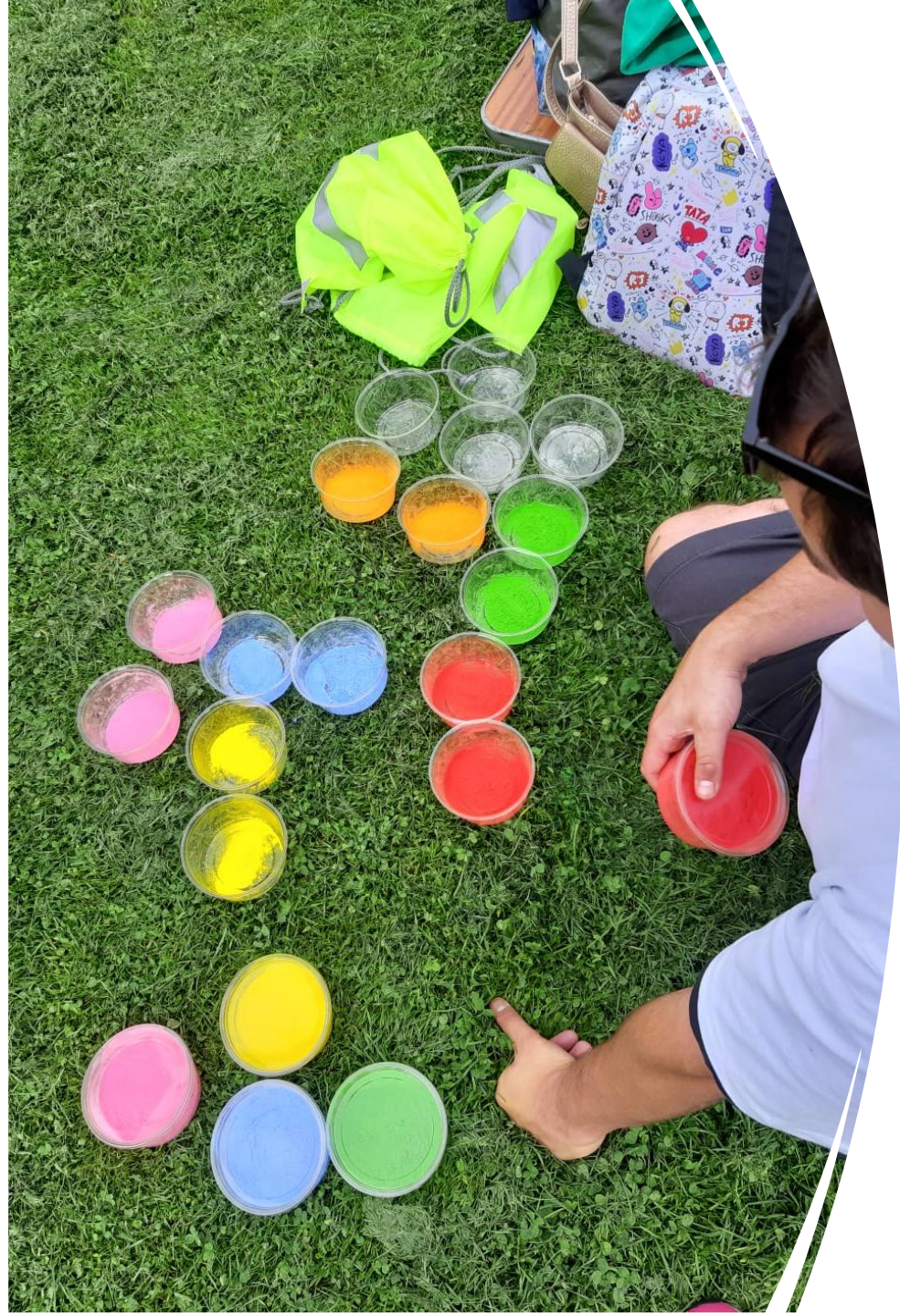




Canongate Youth are seeking an excellent administrator.
If you are proactive, organized, and value both details and people,
we would love to hear from you.

The Administration and Communications Officer will lead key office functions, engage with the public, produce regular communications, and support finance and youth work administration. You will join Canongate Youth at an exciting time, as we celebrate 50 years of supporting young people in Edinburgh and settle in our new home at "Fringe Central", Infirmary Street.

To apply, please send your CV (maximum 2 sides of A4) and a covering letter (1 side of A4), outlining how your skills, experience and approach are suited to the role, to info@canongateyouth.org.uk **no later than 10am on Monday 5th October.** Either your CV or your covering letter should supply two references. Interviews are expected to be on Tuesday 20th October.

Please note that appointment will be subject to the successful candidate providing a satisfactory Level 1 Disclosure. Canongate Youth will support the candidate to apply for this disclosure and pay for the fee.

www.canongateyouth.org.uk/join-our-team

