Date as Postmark

**Re: Trustee within Possability People**

Thank you for your interest in the above post. The enclosed information should help you to get an idea of the work we do, and whether you feel your knowledge, skills and experience are relevant to this post.

The pack includes:

• Leaflet on our services

• Memorandum & Articles of Association

• Role Description and Person Specification

• Code of Conduct for Trustees

• An Application Form and Equal Opportunities Monitoring Form

Please review our website for the latest accounts & Memorandum & Articles of Association. For more information on Trustee responsibilities please check <http://www.charity-commission.gov.uk/publications/cc3a.asp>

To apply, please return your Application Form along with your signed code of conduct in the freepost envelope provided.

Please note that the essential requirements for this post are listed in the role description & personal specification. Short-listing will be based on how you demonstrate your ability to meet these requirements. Once selected, we will invite successful candidates to meet with the other trustees Possability People.

Possability People has an active Equal Opportunities Policy, and we will monitor our recruitment to ensure we are treating all sections of the community fairly. Please fill in the enclosed Equal Opportunities Monitoring Form. This will be separated from your application and will take no part in the selection process.

If you would like to discuss the post informally, please ring me on 01273 89 40 40

I look forward to receiving your application.

Yours faithfully

Geraldine DesMoulins

Chief Officer