

**Applying for the post of Administrator:**

Please read the job description and answer the following 3 questions in no more than 500 words per question.

1. Why are you a great fit for this role, and why now?
2. Strong links with GP Surgeries & the local Voluntary and Community Sector (VCS) organisations are essential; how will you develop your relationship with partners across different sectors?
3. This role requires some tenacity when encouraging people to engage with you. The role also requires you to build and retain great relationships. How will you balance the two different aspects?

When you have completed the questions, please ensure you **include an up to date CV** with the application. We will not consider applications without all 3 questions completed and a CV.

Please return your **application form and CV** to [cpenny@bvsc.co.uk](mailto:cpenny@bvsc.co.uk) by **Monday 16th March 2020**