

May 2022

Dear Applicant

Thank you for your enquiry in connection with the Administrator post and please find enclosed the following:

1. Guidance Note
2. Application Form (including Diversity & Equal Opportunity Form)
3. Person Specification
4. Job Description
5. Background Information
6. Staff Structure
7. Privacy Notice for Job Applicants

Please note that the closing date for applications is **Wednesday 8<sup>th</sup> June at 12.00am.**

It is envisaged that interviews will take place week beginning the 20<sup>th</sup> June and interviews will consist of a short test which will include typing a letter.

Please mark envelopes "Private and Confidential – Administrator" when returning completed application forms.

If you have any queries in relation to the post please contact myself or my colleague, Amanda Irwin.

Yours faithfully



**Head of Finance**

Encls.

**Address:**

New Gorbals Housing  
Association Limited  
200 Crown Street  
Glasgow  
G5 9AY

**Tel:**

0141 429 3900

**Email:**

admin@newgorbalsha.org.uk

**Website:**

www.newgorbalsha.org.uk

New Gorbals HA is a charity registered in Scotland  
SC041164

New Gorbals HA is a registered society under the  
Co-operation and Community Benefit Societies Act 2014  
Nº 2309 RS

Scottish Housing Regulator Registered Nº HAL211

Vat Registration Nº 237 9482 68

Property Factor Registered Nº PF000338

Letting Agent Registration Number LARN1908005