



July 2017

Dear Applicant,

Office Manager at Positively UK

Thanks for your interest in the position of Office Manager at Positively UK.

Please find attached the Office Manager Job Description and Person Specification.

For further information about Positively UK please visit our website positivelyuk.org.

Application forms are available on our website or by contacting info@positivelyuk.org.

Deadline for return of applications is 9am on Monday 14 August 2017.

Interviews will be held towards the end of that week.

Applications can be emailed to info@positivelyuk.org or sent by post to:

OM Application, Positively UK, 345 City Road, London, EC1V 1LR

If you wish to have an informal conversation about the role, please do not hesitate to contact myself or Sarah Fraser on 020 7713 0444.

Good luck with your application

Allan Anderson
Chief Executive Officer