

20th December 2017

Dear Applicant,

Thank you for your interest in the position as Senior Fundraising Administrator at ORC, I enclose for your consideration.

- An application form for the ADM1706: Senior Fundraising Administrator
- A job description and personal specification
- Outline Fundraising Strategy 2018
- Additional information about the Organic Research Centre

Please read the job description and personal specification carefully before completing the application form. We particularly wish to know why you are interested in this post, how your skills and experience meet the job description and personal specification and what you believe you can contribute. Please also indicate if you wish to be considered for a full-time post combining the two fundraising roles currently being advertised.

Once you have completed the form please return to our office in Berkshire (e-mail is preferred recruitment@organicresearchcentre.com) by 09:00 on Monday 15th January with any additional supporting documentation i.e. CV, publication list etc. However, please be aware we will only accept applications on the company application form and standalone CV applications will NOT be considered.

The closing date for applications is 09:00 on Monday 15th January. Applications after this date may not be considered. Interviews are due to be held at the Organic Research Centre on Monday 5th February. The selection process will consist of an interview, of about an hour, at which you may be asked to make a presentation to the interview panel to demonstrate your recent work and experiences. A decision will be made shortly after the interview. It is not intended to undertake second interviews for this position.

If, due to disability, you require adjustments to be made during the selection process, please indicate this in the appropriate place on the application form. If necessary, we may contact you to obtain further information about such adjustments.

If you have further queries, please do not hesitate to contact the Executive Director, Nic Lampkin (nic.l@organicresearchcentre.com) who will be able to assist you further. For further information about the Organic Research Centre - Elm Farm please see our website, www.organicresearchcentre.com

Yours sincerely

Richard Holmes
Deputy Director Finance & Resources