



November 2019

Dear Applicant

**Educational Events Co-ordinator – 35 hours per week  
Maternity Leave Cover – 9 months (February to October 2020)**

Thank you for your interest in the above post.

Please take the time to study the contents of the recruitment pack which includes:

- Job description
- Person specification
- Equal Opportunities Monitoring form

On reviewing the information should you decide to apply for the post please do so **via S1jobs**.

**The closing date is Friday 20<sup>th</sup> December 2019 at 1000 hours. It is anticipated that interviews will be held on Monday 23<sup>rd</sup> December 2019.**

**Successful candidates will be asked to present a PowerPoint on what they see as the main challenges of the role.**

If you have any queries please contact **Rebecca Wood, Law at Work**, [recruitment@lawatwork.co.uk](mailto:recruitment@lawatwork.co.uk) 0141 248 7826 or view the recruitment package at <http://rcp.sg/careers>

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Graham'.

Dr Steve Graham  
**Chief Executive Officer**