



**VOLUNTEER ACTION HAS AN IMMEDIATE  
VACANCY FOR A MARKETING AND  
ADMINISTRATION ASSISTANT**

**BASED IN OUR OFFICES IN FLETTON HOUSE,  
Oundle**

**HOURS: 9 per WEEK**

**RATE OF PAY: £10.20 per HOUR**

**3 MORNINGS preferred, with some flexibility**

**YOU NEED TO BE CONFIDENT ON THE PHONE AND ABLE TO WORK ON  
YOUR OWN INITIATIVE TO SUPPORT OUR MARKETING PROGRAMME**

A job description and person specification can be found on our website. Please apply in writing to the address above (email is encouraged) including a CV and covering letter setting out how you match our person specification.

**Your CV must have no chronological gaps.**

**CLOSING DATE FOR APPLICATIONS: NOON 10<sup>th</sup> MAY**

**INTERVIEWS: THE MORNING OF 17<sup>th</sup> MAY**

*Supported by*

