

5 February 2024

Dear Candidate,

Post: Training & Events Co-ordinator

Please complete the application form and return it to Gillian Devlin at Culture & Business Scotland or email to recruitment@cultureandbusiness.scot. Please also complete the Equal Opportunities Monitoring form and return it with your application.

The deadline for applications is **Monday 11 March 2024 at 9am**. Applications will not be accepted beyond this date.

Interviews will take place on **Tuesday 19 March 2024** so please keep this date clear. Shortlisted candidates will be contacted as soon as possible after the closing date.

Thank you for your interest in working at Culture & Business Scotland. Unfortunately, as a charity Culture & Business Scotland has limited resources and will not be able to respond to candidates who have not been shortlisted for interview.

Yours faithfully,



Moira Chapman
Head of Finance & Operations

Thorn House
5 Rose Street
Edinburgh EH2 2PR

T: 0131 243 2757
E: contactus@cultureandbusiness.scot

cultureandbusiness.scot

Culture & Business Scotland is a company limited by guarantee and registered in Scotland (SC406905) and a Scottish Charity (SC042631). Our registered office is Thorn House, 5 Rose Street, Edinburgh EH2 2PR.

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