



6 Barlow Moor Road,
Didsbury,
Manchester,
M20 6TR

September 2018

Dear Applicant,

Thank you for your interest in the post of Administrator. We attach details of the post and additional information on Dignity in this application pack. We believe this is a really exciting time to join our team as we look ahead to the next 10 years of our story.

Dignity is a small but growing charity supporting a large movement of people predominantly in sub-Saharan Africa. Read our story included in the Application Pack to find out more about what we do.

We are looking to increase our UK office team with two additional part-time posts, working alongside the UK Operations Director. Our office is located in Didsbury, Manchester and is the UK hub for support functions of all our work and the UK 'face' for Dignity. We receive visitors to the office, work with churches, volunteers and our supporter network. We communicate the work of Dignity, provide support for our overseas teams and run our schedule of UK events. As a small team we work closely together, with a shared vision for the charity and its aims. We also take part in additional Dignity events, such as prayer times and fundraising projects. Our team works to high professional standards and with care and integrity, representing the Charity's values and honouring the name of Jesus Christ in all we do.

We can offer a friendly and supportive environment in a pleasant location. We endeavour to be flexible in order to care for our employees.

The application deadline is 12th October. We hope to be conducting interviews in the last two weeks of October.

If you have any further questions, please do ring Jo Kimball, our UK Operations Director on 0161 434 8841. We look forward to receiving your application.

Yours sincerely,

Fran Hesketh
Trustee

Enclosed in Application Pack

1. Job Description & Person Specification
2. Dignity Story
3. Statement of Faith
4. Application Form