**Walthamstow and Chingford**

**Almshouse Charity**

Charity Registration Number 1116355

Trustee Company: Walthamstow and Chingford Almshouse Trustee Company 6374226

|  |
| --- |
| **MONOUX HALL**  **CHURCH END**  **LONDON**  **E17 9RL** |

**TELEPHONE: 020 8520 0295**

**EMAIL**: [**admin@wcac.org.uk**](mailto:admin@wcac.org.uk)

**WEBSITE: wcac.org.uk**

April 2025

Dear Applicant,

**Re: TEMPORARY ALLOTMENT MANAGER**

Thank you for your interest in working for the Walthamstow and Chingford Almshouse Charity. Enclosed/attached is a job description, person specification, privacy statement and application form.

**Please carefully read through the job description and person specification before completing the form, as this part of the selection process is based on the information you provide within the application form. You will need to demonstrate on the application form that you have the experience and skills both required and preferred for the job, as shown in the person specification, and where and when these skills were acquired.**

Return the completed application form to the email/address on the letter head by **Friday 2nd May 2025 - 5pm.**

**Interviews will be held on Wednesday 14th May.**

This post requires a basic DBS check.

Yours sincerely,

Liz Abbott

Clerk to the Directors.

**Enclosed/attached**

* Job Description and Person Specification
* Application form
* Privacy Statement