



Clements Hall, Nunthorpe Road, York YO23 1BW

September 2019

Dear Applicant,

Executive Director of The Rowntree Society

Thank you for your interest in the above position.

Application Process

Please send a CV and covering letter explaining how your skills and experience match the requirements of the person specification to info@rowntreesociety.org by no later than 9.30 am on Monday 14th October 2019.

For further information and a detailed job description and person specification, please go to [Executive Director Application Process](#)

Interviews will be held on 4th November 2019 in York.

Outline terms & conditions

- Start date of employment: Monday 6th January 2020
- The post is based in York although occasional travel may be required.
- Annual salary: £30,000
- Hours per week: 35 hours
- Working hours: 9am to 5pm, Monday to Friday with occasional evening or weekend work required.
- Holiday allowance: 25 days per annum plus bank holidays
- Pension: contributory pension scheme with an employer contribution of 10% providing the employee contributes 5%.
- A six-month probationary period will apply to this post following which the postholder will be required to give two months' notice.

Thank you for your interest in applying for work with The Rowntree Society. We look forward to hearing from you.

Yours sincerely

Liz Grierson

Chair of the Board of Trustees