



Centre for Fun and Families Ltd  
A National Voluntary Organisation  
Charity No. 1128547 | Company No. 6763165  
177-179 Narborough Road, Leicester, LE3 OPE  
Tel: 0116 223 4254 | Fax: 0116 2758 558  
Email: [centre@funandfamilies.org.uk](mailto:centre@funandfamilies.org.uk)  
Website: [www.funandfamilies.co.uk](http://www.funandfamilies.co.uk)

Our reference: Admin2019

April 2019

Dear Enquirer,

Administrator Vacancy

Thank you for your enquiry about the above post. I have pleasure in enclosing the following:

1. Employment Application Form including Equality Monitoring Form
2. Job Description and Person Specification
3. Intended Timeline
4. Advert

Please return your completed application form by **12.00 midnight on Monday 22<sup>nd</sup> April, 2019** either by

- (a) email to [reina@funandfamilies.org.uk](mailto:reina@funandfamilies.org.uk) or
- (b) post to Reina Ilarde-Kelleher, Centre Manager, CFF Ltd, 177-179 Narborough Road, Leicester LE3 OPE.

As a charity, CFF tries to minimise its recruitment costs and consequently, it is our policy to contact short-listed candidates only. Please note, that if you are not contacted by 29<sup>th</sup> April, 2019, your application will not have been successful on this occasion.

Thank you very much for your interest in CFF.

Yours sincerely,

Jayne Ballard  
Chief Executive