

January 2012

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Pittencrieff Street  
Dunfermline  
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Dear Applicant

[www.carnegieuktrust.org.uk](http://www.carnegieuktrust.org.uk)

**POLICY OFFICER**

**Salary: £25,000 - £35,000**

Thank you for your interest in our vacant position. We have attached our application pack. This will provide you with more information about the Trust and the position you have expressed an interest in. The pack includes:

- Job Description and Person Specification;
- Application Form (CVs will not be accepted);
- Equal Opportunities Policy; and
- Strategic Five Year Plan 2011-2015.

More background information is available on the work of the Trust on our website [www.carnegieuktrust.org.uk](http://www.carnegieuktrust.org.uk).

The post has a starting salary of £25,000 per annum and will be based in Andrew Carnegie House, our offices on the edge of Pittencrieff Park, Dunfermline. The successful candidate will be working in a small team where enthusiasm, initiative and the ability to work with others will be required.

Interviews will be held at Andrew Carnegie House, Dunfermline on 15 March 2012. We will contact you during the preceding week if you have been shortlisted for interview.

Please send your completed application form to me, at the address above, or preferably by email to [info@carnegieuk.org](mailto:info@carnegieuk.org) no later than 5pm on Friday 24 February 2012. If you have any queries please do not hesitate to call 01383 721445 and ask for either myself or Lucy Smith.

Yours sincerely



Janine Linning  
Corporate Services Manager

Honorary President: William Thomson CBE  
Chair: Melanie Leech  
Chief Executive: Martyn Evans

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Incorporated by Royal Charter 1917  
Scottish Charity No: SC 012799 operating in the UK and Ireland