

Dear colleague,

RE: Post of Housing Adviser for the HILDA project

Thank you for your interest in this role at Dalkeith & District Citizens Advice Bureau, funded by National Lottery Community Fund.

Attached, please find the following documents:

* Job specification for the post
* Application form
* Equal opportunities monitoring form
* Privacy policy for job applicants

Please read through the materials carefully, especially the Job Specification.

When completing the “Additional Information” section, ensure you include examples of skills, knowledge and experience that demonstrates you meet each of the essential criteria for the post, point by point. Also include examples that meet the desirable criteria, if appropriate.

You can find more information about Dalkeith CAB at [www.DalkeithCAB.org.uk](http://www.DalkeithCAB.org.uk).

The closing date for applications is Friday, 7th February 2025 at 5 pm. Unfortunately, we will not be able to consider applications received after that day and time.

We will aim to interview shortlisted candidates within two weeks of the closing date, and for the successful candidate to start as soon as possible.

If you have any questions about the role or Dalkeith CAB, please contact me via email at [Julie.Podet@DalkeithCAB.org.uk](mailto:Julie.Podet@DalkeithCAB.org.uk) as soon as possible.

Thank you again for your interest in the post and in our CAB. I hope to hear from you soon.

Kind regards,

*Julie Podet*

Julie Podet

Manager of Dalkeith CAB