



Leeds, Wakefield & District Branch  
Registration Number 232223

January 2019

Dear Applicant

Thank you for your enquiry regarding the post of Events Assistant for the **RSPCA Leeds, Wakefield & District Branch**.

Please find enclosed a job description and person specification giving full details of the duties and responsibilities together with the essential and desirable qualities required of applicants for the position.

The successful applicant will be expected to work 22.5 hours per week. The hours will be 22.5 hours over the 7day week period so will include weekend and evening work as events demand.

If you wish to apply for the position please either complete and return the application form or send in your CV, together with a letter of application detailing why you are suited to the post to: **Sally Balmforth, Branch Fundraiser, RSPCA Leeds, Wakefield & District Branch, Animal Centre & Branch Headquarters, Moor Knoll Lane, East Ardsley, Wakefield, WF3 2DX** please mark your envelope "Strictly Private & Confidential".

Alternatively you can email the completed application/CV to Sally Balmforth at [sally.balmforth@rspcaleedsandwakefield.org.uk](mailto:sally.balmforth@rspcaleedsandwakefield.org.uk) entering the words "Application for the post of Events Assistant, in the subject line.

**Closing date for applications is 5pm on the Thursday 31<sup>st</sup> January 2019. Interviews will be held on Thursday 7<sup>th</sup> February 2019.**

As funds are limited we are unable to acknowledge every application, therefore if you have not heard anything further from us within 4 weeks of the job closing date, then sadly your application has been unsuccessful.

Yours faithfully

**Sally Balmforth  
Branch Fundraiser  
RSPCA Leeds, Wakefield & District Branch**