



**Scottish
Swimming**

November 2017

Dear Applicant

EXECUTIVE OFFICER – FINANCE

Thank you for your interest in the above post, please find enclosed: -

1. Advert
2. Job description including Person Profile
3. Scottish Swimming Supporting Information
4. Equality Opportunities Form
5. Staff Structure
6. Scottish Swimming Values

The Scottish Swimming Corporate Plan 2015-2021 and the Scottish Swimming Annual Report 2016 is available to view from our website.

As part of the application process we would be grateful if you could complete the Scottish Swimming Equality form and return in a separate envelope, marked Private and Confidential, directly to Francesca Carlo, Services Manager, Scottish Swimming, National Swimming Academy, University of Stirling, Stirling FK9 4LA. Your name will not appear on the form.

Please be assured you will not be identified from answers you provide and the returned questionnaires will be seen only by the Scottish Swimming HR Department. All data will be processed in line with the Data Protection Act 1998.

Applications should include a covering letter addressing how the applicant's skills and expertise fit with the job role and person specification, along with a full CV. Please note there is not an application form, full details on closing date and where to send your application are detailed in the Supporting Information document.

Please do not hesitate to contact this office should you require any further information.

Yours faithfully

Francesca Carlo
Services Manager

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