



Immigrant Counselling and Psychotherapy

January 2022

Dear Applicant,

Thank you for your interest in applying for the post of Centre Manager (London). Please find enclosed your Job Application Pack, which contains the following:

- Guidance Notes
- Job Description
- Person Specification
- Summary of conditions
- Equal Opportunities and Diversity Monitoring Information

We are looking for an enthusiastic and motivated person to act as Centre Manager at our clinical centre in Finsbury Park. The successful candidate will be an experienced administrator and manager who is seeking a new role within a small friendly charity.

Please send a copy of your CV with a support statement that sets out how you meet the Person Specification. Please also complete the Diversity monitoring.

The closing date for applications is not later than 5 pm on **Wednesday 26 January**. Applications should be sent by email to **opportunities@icap.org.uk** with the subject heading Centre Manager 22.

Interviews are scheduled to take place at our centre in Finsbury Park on **Thursday 3 February 2022**. Should you wish to speak to somebody about this post please contact me by phone on 0207 272 7906.

Yours sincerely,

A handwritten signature in black ink that reads 'Catherine Hennessy'. The signature is written in a cursive, flowing style.

Catherine Hennessy
CEO

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