

February 2017

Dear Applicant

Programme Manager, Worth Connecting2

Thank you for your enquiry regarding the above vacancy.

I am enclosing -

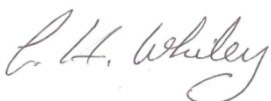
- role guide
- overview of services
- application form, and
- equal opportunities monitoring form

The application form is an opportunity to tell us how you fit the essential experience, skills, abilities and knowledge that we consider necessary for a person to be successful in this role. On your application you should indicate clearly how you feel you meet these points, addressing every part of the person specification and giving evidence, including details of any community or voluntary experience. CVs will not be considered so please do not send one.

Please note we have extended the closing date for this opportunity. The application form and equal opportunities monitoring form should be completed and returned by Friday 3rd March **2017 (noon)**. We plan to interview on Monday 13th March **2017**. Please ensure that you put a day time telephone contact number on your application form. If you have not heard from us by the 13th of March, unfortunately, you have not been short-listed.

If you require *any* further information or would like to discuss the post, please do not hesitate to contact me on 01274 449660.

Yours faithfully



Chris Whiley
Director

Encs

