

Dear prospective applicant,

**Administrative Assistant**

Thank you for your interest in the role of Administrative Assistant at Nelson's Journey. Please find attached the recruitment pack. This post has been created at a time of growth for the charity. It will provide the admin support to allow us to receive referrals for an increasing number of children and young people in Norfolk.

In addition to this letter your recruitment pack includes: an application form; a job description; a person specification; a briefing note about Nelson's Journey; and our recruitment of ex-offenders policy.

I hope that you are interested in applying for the position and I look forward to receiving your completed application form by **7<sup>th</sup> August**.

Please also include with your completed application form a cover letter in which you can explain why you want to be appointed to this post.

We expect to interview shortlisted candidates on **15<sup>th</sup> August**. If you are shortlisted for interview we will contact you with further details regarding the interview process. Please note the successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

Thank you for the interest you have shown in Nelson's Journey.

Yours sincerely,



**Simon Wright**  
Chief Executive Officer



**Nelson's Journey**

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