



Dear prospective applicant,

Vacancy: Office Manager (Maternity cover)

Thank you for your interest in Office Manager maternity cover post at Nelson's Journey. Please find attached the recruitment pack.

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 23:59, Tuesday 3rd July.

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

We expect to interview shortlisted candidates on Tuesday 10th July. If you are shortlisted for interview we will contact you with further details regarding the interview process by email on Thursday 5th July.

The successful candidate will be subject to a Disclosure and Barring Service (DBS) check and will need to provide two references.

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

Yours sincerely,

Simon Wright
Chief Executive Officer

Nelson's Journey

The Bradbury Building - Smiles House
The Octagon Business Park
Hospital Road
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Norwich
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