



Dear prospective applicant,

**Vacancy: Community Funding and Marketing Officer (maternity cover)**

Thank you for your interest in the Community Funding and Marketing Officer (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. Please see our website for our Privacy 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, Monday 12th August.

**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 20th August. If you are shortlisted for interview we will contact you with further details regarding the interview process by email on Wednesday 14th August.

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,

A handwritten signature in blue ink that reads 'Simon Wright'.

**Simon Wright**  
Chief Executive Officer

**Nelson's Journey**

The Bradbury Building - Smiles House  
The Octagon Business Park  
Hospital Road  
Little Plumstead  
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NR13 5FH



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