

Dear prospective applicant,

Funding and Marketing Administrative Assistant

Thank you for your interest in the vacant role of Funding and Marketing Administrative Assistant 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, Wednesday 5 April 2017**.

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 **Tuesday 11 April 2017**. 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

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