16 January 2019

 Dear Applicant,

Thank you for your interest in the post of B:Activ Co-ordinator/Youth Worker with Youth 1st.

Please find attached the following:

* Application Form
* Application Supplement (must be returned in a sealed envelope)
* Person Specification and Job Description
* Privacy Letter and Notice (GDPR)

**Completed applications and supplement should be returned to the address below by 18th February 2019.**

The post is subject to the following:

* Two satisfactory references, one being from your current or most recent employer
* Becoming a Protection of Vulnerable Groups scheme member (the post holder will undertake regulated work with children and vulnerable adults).
* Providing relevant, original documentation to confirm your right to work in the UK

Interviews will be held on 26th and 27th February.

Should you wish any further information about the post, please email admin@youth1st.co.uk.

Yours faithfully,

Gayle Brown

Operations Manager