Dear Applicant

**Senior Project Officer**

Thank you for expressing an interest in the above post. Please find enclosed further information and application details:

* *Organisational Background*
* *Job Description & Person Specification*
* *Application Form*
* *Equal Opportunities Monitoring Form*

When submitting your completed application, please include the following documentation:

1. **Your completed** Application Form
2. **Your completed** Equal Opportunities Monitoring form

Please do not enclose your Curriculum Vitae.

Once completed, your Application Form and Equal Opportunities Monitoring Form should be returned no later than ***12 noon on Monday 19th August 2019*. Please note that applications returned after this time will not be considered.**

Applicants invited to interview will be notified by Thursday 22nd August, with interviews for the post being held on **Wednesday 28th August 2019.**

Unsuccessful candidates will be notified by email.

Thank you for your interest in this post, we look forward to receiving your application.

Yours sincerely

Stephen Singer

Director