Dear Applicant

**POST OF REFERRALS CO-ORDINATOR/OFFICE ADMINISTRATOR**

**35 HOURS PER WEEK**

Thank you for your interest in the above post. Please find enclosed your application pack.

Shortlisting for this post will take place during week commencing Monday 31 October 2022. Due to limited resources, we are unable to notify those applicants who have been unsuccessful in being called for interview. If by Monday 7th November you have not heard from us, you can assume that on this occasion you have not been shortlisted for interview.

If you would like more information about the job or the organisation, please contact [Joanne@carerswd.org](mailto:Joanne@carerswd.org) or 07535469368

I look forward to receiving your completed application.

Yours sincerely

**Kim McNab**

Kim McNab

Strategy & Development Manager