

Dear Applicant,

## **POST OF SHORT BREAKS CO-ORDINATOR 28 HOURS PER WEEK**

Thank you for your interest in the above post which has been made possible primarily through funding from the Time to Live Short breaks Fund. Please find enclosed your application pack.

Applications must be received no later than 12md on Friday 4 April 2025. Due to limited resources, we are unable to notify those applicants who have been unsuccessful in being called for interview. If, by Friday 11 April you have not heard from us, you can assume that on this occasion you have not been shortlisted for interview.

I look forward to receiving your completed application.

Yours sincerely

*Kim McNab*

Kim McNab  
Strategy & Development Manager