



Dear prospective applicant,

**Vacancy: Funding and Marketing Manager**

Thank you for your interest in the Funding and Marketing Manager post 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. Please see our website for our Privacy 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, **SUNDAY 31 JANUARY**.

**Please also include with your completed application form a covering letter in which you can explain why you want to be appointed to this post.**

We expect to interview shortlisted candidates on **Monday 8 February**. If you are shortlisted for interview we will contact you with further details regarding the interview process by email by Tuesday 2nd February.

The successful candidate will be subject to a Disclosure and Barring Service (DBS) check and will need to provide two references.

Thank you for the interest you have shown in Nelson's Journey.

Yours sincerely,

A handwritten signature in blue ink that reads 'Simon Wright'.

**Simon Wright**  
Chief Executive Officer

**Nelson's Journey**

The Bradbury Building - Smiles House  
The Octagon Business Park  
Hospital Road  
Little Plumstead  
Norwich  
NR13 5FH



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