



Dear prospective applicant,

Vacancy: Assistant Office Manager

Thank you for your interest in the Assistant Office 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, WEDNESDAY 28 FEBRUARY**

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 **Thursday 7 March**. If you are shortlisted for interview we will contact you with further details regarding the interview process by email by the end of Thursday 29 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,

Simon Wright
Chief Executive Officer

Nelson's Journey

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



Tel: 01603 431788 | **Email:** enquiries@nelsonsjourney.org.uk | **Web:** www.nelsonsjourney.org.uk

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