



Dear prospective applicant,

Vacancies: Funding and Marketing Officer x2 (Bid Writing lead; Events lead)

Thank you for your interest in the Funding and Marketing Officer posts at Nelson's Journey. Please find attached the recruitment pack.

You will note that we are particularly seeking individuals to lead, develop and report on funding applications; and also those who can lead on events planning and delivery. Further details are in the Job Description.

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 no later than 23:59, **MONDAY 23 SEPTEMBER**. Please note that we may close a vacancy early if we receive sufficient applications for posts.

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 **Tuesday 1 October**. If you are shortlisted for interview we will contact you with further details regarding the interview process by email by the end of Wednesday 25 September. Please note that due to the volume of applications expected, we will not be able to offer detailed feedback to candidates.

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

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