



Dear prospective applicant,

Vacancy: Administrative Assistant

Thank you for your interest in the Administrative Assistant 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 no later than 23:59, **TUESDAY 30 JUNE**. 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, and confirming your availability for interview on Monday 6 July (afternoon) and Tuesday 7 July (morning).

If you are shortlisted for interview we will contact you with further details regarding the interview process by email by the end of Thursday 2 July. 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, will need to provide two references, and confirm UK Right to Work through ID checks.

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

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The Octagon Business Park
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Little Plumstead
Norwich
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