

4 November 2011

Dear Applicant,

Re: Young Facilitators (Fixed term contract)

Thank you for your interest in the above position. I enclose a pack containing a job description, application form, an equal opportunities form and parental consent form for the post advertised.

The salary for this position is £10 per hour.

Please complete the application form, ensuring you let us know your reasons for applying, and how you specifically meet the person specifications and requirements for the post.

All shortlisted applicants will be required to attend and take part in a 1 hour induction session, followed by a 1 hour interview which will include a short presentation that they will be asked to prepare during the induction. Please note that applicants will not be assessed during the induction session, it is an opportunity to find out more about our organisation and ask us questions about the role and ENVOY.

Completed forms should reach us no later than **5 pm** on **25 November 2011**, the advertised closing date. Please ensure that you place the correct postage on your envelope as we cannot be responsible for application forms that have failed to be delivered due to insufficient postage.

We regret that we cannot confirm receipt of your application unless you provide a stamped addressed envelope. We will shortlist within a few days of the closing date. If you have not heard from us within 28 days of the closing date please assume that your application has been unsuccessful.

I hope that you will decide to apply for the post.

Yours faithfully

Nat Ehigie-Obano
Director of Finance