

10 April 2017

Dear Applicant

Post of Counsellor and Bereavement Services Manager (Ref: WHC-BSM2)

Thank you for your interest in the above position. I have pleasure in enclosing an Application Pack for you. This should be returned by the closing date of Tuesday, 25th April at the address noted.

The hours for this role are 37.5, however part-time working may be considered (please indicate on your application your preferred number of days/hours). The salary is £25,000 - £29,000 pa dependent on experience.

Please can I ask you to bear in mind the requirements of the Person Specification when you are completing your application form.

Please note that cvs will only be accepted with completed application forms.

Please note the successful candidate will require a satisfactory Enhanced Disclosure & Barring Scheme (DBS) check.

If you have a disability for which an adjustment may be necessary in the recruitment process please contact the HR department, specifying the adjustment required. Any information given is used solely for the purpose of making any reasonable adjustments to the recruitment process.

If your application is successful, the anticipated date for interview is Thursday, 4th May.

We look forward to hearing from you.

Yours sincerely

Marianne Stephens

Marianne Stephens
HR Administrator