



July 2021

Dear Applicant,

Thank you for your interest in the **Organisational Development Coordinator** post with Help & Care.

Please find enclosed an application form, equal opportunities monitoring form, job advert, job description and person specification.

Please refer to the job description and person specification when writing your supporting statement, outlining your skills, knowledge and experience that are relevant to this role.

The closing date for Application Form to be received is Sunday 22nd August 2021.

Interviews to be held online with the date to be confirmed.

Application forms should be emailed to hrrsupport@helpandcare.org.uk.

In order to keep our costs down, please assume that if you have not heard from us within seven working days of the closing date, that on this occasion your application has been unsuccessful.

I look forward to receiving your completed application form in due course.

Yours faithfully,

Joanna Wharton

Joanna Wharton Assoc CIPD, Cert RP

Human Resources Officer