

Dear Applicant

Business Support Administrator

Thank you for requesting an application pack for the above post. Included in your application pack are:-

- **Job Advertisement**
- **Job Description**
- **Person Specification**
- **Application Form**

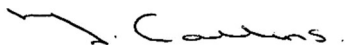
The application form needs to be returned to the above address by the closing date of **Wednesday 15th October 2025 at 5:00pm.**

If you have not received a response within two weeks of the closing date you may assume that your application has been unsuccessful.

When returning your completed application pack by post, please ensure that the correct postage is used on the envelope. You can check this with your local Post Office. CV's will not be accepted for this vacancy.

If you require an informal discussion regarding the post please do not hesitate to contact Leah Abdulla, Senior Operations Manager on 0191 513 1131

Yours sincerely



Tracy Collins
Chief Executive Officer

Encs