



Dear Applicant

**Advocacy Co-ordinator**

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 **9am prompt** on the closing date of **Friday 20<sup>th</sup> July 2018**. Interviews will be held on **Wednesday 25<sup>th</sup> July 2018**.

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 Tracy Hassan, Operations Manager on 0191 5141131.

Yours sincerely

A handwritten signature in black ink that reads 'Tracy Buck'.

**Tracy Buck  
Director**

Encs

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Sunderland  
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