

Tel: (01642) 579820

Email: info@menvcity.org.uk

Web: www.menvcity.org.uk

Dear Applicant,

Re: Post of Green Shoots Project Officer

Thank you for your interest in the above post. I am pleased to enclose further details of the post, including a job description, person specification and application form.

Please note that the deadline for applications is 10am on Wednesday 13th January 2021. Interviews are scheduled to take place on Friday 15th January 2021. Applications, including the personal statement, should be emailed to: mark.fishpool@menvcity.org.uk. All applications will be acknowledged by email and we will also let you know by email whether your application is being progressed to interview or not. We recommend that you convert both the application form and personal statement to pdf format before sending.

For monitoring purposes and in the event of other suitable posts arising in the organisation, we normally keep applications for a period of six months after the closing date. If you wish to have your application destroyed before this date, please let us know when you submit your application. You can also request that we delete your information at any time in that six month period.

Please note that the post involves work with children and other vulnerable people. Therefore, the successful applicant will be subject to a disclosure through the Disclosure and Barring Service. In signing the application form, you are consenting to this check being carried out.

If, having read the information, you wish to discuss any aspects of the project further, please do not hesitate to contact me, by email in the first instance to agree an appropriate time.

I look forward to hearing from you.

Yours faithfully,



MARK FISHPOOL
Director