

11 March 2019

Dear Applicant

Macmillan Service Manager

Thank you for your interest in the above post. I enclose an application pack containing:

- Job Description & Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Year 1 Summary Evaluation Report
- Service Leaflet

If you consider that you have the skills and experience set out in the job description and would like to be considered for the post, please complete the application form and return it to us, clearly marking the name of the post applied for. CVs will not be accepted.

The application form must usually be used. However, if you have a disability which prevents you from being able to use it please contact me to arrange an alternative method of application.

Please return completed applications to ruth.levesley@relatebirmingham.co.uk or via post FAO Ruth Levesley, Chief Executive, at the above address.

The closing date for completed applications is **5.00pm on Wednesday 3 April 2019**. Applications which arrive after this time will not be put forward to the selection panel.

Interviews will be held on **Tuesday 16 April 2019**.

We do appreciate the time and effort candidates spend in completing their applications, but we can only reply to those candidates whom we shortlist. If you do not hear from us within 1 week of the closing date then your application has not been successful.

For more information on Relate Birmingham please visit our website www.relatebirmingham.co.uk or www.relate.org.uk

For an informal discussion about the role please contact me on 0121 643 1638.

Yours sincerely

Ruth Levesley
Chief Executive