



Dear applicant,

Training & Development Officer

Thank you for your interest in the above post. Included in this pack is the following material:

- Job description
- Person Specification
- Application form
- Equal Opportunities Monitoring Form

Please note that the deadline for receipt of applications is **Monday 26<sup>th</sup> June 2017** at 5pm.

Applications by email only.

Late applications cannot be considered.

If you have been short-listed for this post we will write to you confirming an interview time as soon as possible after the closing date.

For an informal chat about the post please contact Jan Thompson, Project Manager on 0114 2755740.

If you do not receive a letter inviting you for interview, then you have not been successful on this occasion.

Please submit your application to [K.foster@ashianasheffield.org](mailto:K.foster@ashianasheffield.org)

Yours sincerely,

Nicola Lambe  
Chief Executive

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**REGISTERED CHARITY No:** 1120401