Date as Postmark

**Re: Project Assistant (Link Back)**

Thank you for your recent enquiry in respect of the above vacancy at Possability People. Please find enclosed a full job description, including a summary of the role requirements for the post as indicated above.

Guidance notes for the completion of the application are also enclosed; please ensure that your application is prepared in accordance with these notes.

We are also enclosing some general literature for your information.

* **Deadline** for this post is: **Monday 20 July at midday**
* **Interviews** will take place on: **Monday 27 July TBC**

If you should require any assistance or further information, please do not hesitate to contact me.

All posts are subject to DBS checks.

Yours sincerely

Emily Keller

**Emily Keller**

**Office and Resources Manager**

**01273 89 40 40**

If you require this publication in an alternative format and/ or language please contact us on 01273 894040 to discuss your needs. This publication is available to download from Possability People website: [www.possabilitypeople.org.uk](http://www.possabilitypeople.org.uk)

