



Dear Applicant

### **Funding and Quality Manager**

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 the closing date of **Tuesday 7<sup>th</sup> February 2022 at 9.00 am.**

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 Collins, Director on 0191 514 1131.

Yours sincerely

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

**Tracy Collins  
Director**

Encs

Bradbury Centre  
Stockton Road  
Sunderland  
SR2 7AQ

Tel: 0191 514 1131  
Fax: 0191 5670378  
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