

28 August 2019

Ref: MS  
Direct: 01786 272403

Dear Applicant

**Business Development and Projects Officer**

Further to your recent enquiry regarding the above post, please find enclosed the following documentation to assist you with your application:

- Recruitment Advert
- Job Description and Person Specification
- Organisational Chart
- Notes on Conditions of Service
- Application Form
- Equality of Opportunity Form
- Strategic Plan 2017-20

Please note that the closing date for applications is 17:00 hrs Friday 13 September 2019.

I look forward to receiving your application in due course and thank you for your interest in College Development Network.

Yours sincerely

*Margaret*

Margaret Sweeney  
Corporate Services Manager