27 August 2021

 Ref: MS

 Direct: 01786 583690

Dear Applicant

**Press and PR Officer (PT) 18mths Fixed Term Contract**

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

1. Recruitment Advert
2. Job Description
3. Notes on Conditions of Service
4. Application Form
5. Equality of Opportunity Form

Please note that the closing date for applications is 1700hrs on Sunday 26 September.

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