

February 2022

Dear Applicant

**Re: Business Engagement Development Officer – Getting Ready for Employment and Training (GREAT) Project**

Thank you for your interest in the above post. Please find enclosed:

- Job Advert
- Job Description & Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Right to Work in the UK Questionnaire
- Recruitment Data Privacy Notice

The closing date for applications is **Wednesday 9 March 4pm**. Interviews will be held **week commencing 21 March 2022**. We do not acknowledge receipt of applications but we will write to you at the shortlisting stage.

You can submit your application form electronically via e-mail to [recruitment@valonline.org.uk](mailto:recruitment@valonline.org.uk), alternatively you can post your application form to the address at the top of the page (please ensure you apply the correct postage).

Good Luck

Yours sincerely



Donna Taylor  
**HR Assistant**  
[recruitment@valonline.org.uk](mailto:recruitment@valonline.org.uk)