

January 2024

Dear Applicant,

**Re: PA to Chief Executive and Governance Coordinator**

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

- Advert
- Job Description
- Application Form
- Equal Opportunities Monitoring Form
- Right to Work in the UK Requirements
- Recruitment Data Privacy Notice

The closing date for applications is **5pm on Wednesday 24 January 2024**

We do not acknowledge receipt of applications but we will write to you at the shortlisting stage.

You can submit your CV and supporting statement electronically via e-mail to [recruitment@valonline.org.uk](mailto:recruitment@valonline.org.uk). Alternatively you can post them 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)**