



Date as postmark

Dear Applicant

Thank you for your enquiry about the post of Children and Young People's Research Network Co-ordinator.

The enclosed set of information is designed to give you a fuller picture of what the post involves and information about Children in Wales. Please find enclosed the following:

- Application form
- Equal Opportunities monitoring form
- Background information on Children in Wales
- Job description
- Person specification
- Terms and conditions of service

The job description is designed to summarise clearly the scope and responsibilities of the post and should be read thoroughly. The purpose of the person specification is to state, as precisely as possible, the minimum skills, experience and knowledge applicants must have to meet the requirements of the post. Again it is essential that you read this carefully and address your application to the criteria contained in the person specification. Failure to do so will considerably reduce your chances of being selected for interview.

In the interests of economy we will only notify those candidates who are short-listed, however, if you would like us to acknowledge receipt of your application, please enclose a stamped addressed envelope. Please note that interviews are scheduled for Monday, 18 August.

I would like to thank you for your interest in our organisation and this post and we look forward to receiving your completed application form by **Monday, 4 August 2008**.

Yours sincerely

CATRIONA WILLIAMS
Chief Executive

