



**September 2018**

Dear Applicant

Thank you for your interest in our **Business and Development Manager Post or Training Manager Post.**

Please forward your CV and a covering letter demonstrating how your skills and knowledge meet the person specification for the role you wish to apply for.

It's important for you to read the full job description so that you can complete your covering letter with details relevant to the position.

Completed Applications must be submitted to our Head Office address (below) or emailed to [kathryn.harro@whag.info](mailto:kathryn.harro@whag.info) to be considered for the vacancy.

If you have not received a response to your application within 10 working days of the closing date please accept this as notification of an unsuccessful application.

Kind regards

Best Wishes

**Kerry Edwards**  
**Chair**  
**On behalf of UP CIC**

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