



Dear Enquirer

Learning & Organisational Development Officer

Please find attached an application pack for the post of Learning & Organisational Development Officer. I hope that this will provide you with the necessary information to support your application, which we look forward to receiving.

The deadline for applications is 12.00 noon on Tuesday 31 March and interviews will be held on Thursday 16 April 2020.

If you have any queries regarding the application process, please contact jobs@swcouncils.gov.uk . Please note that we are unable to accept C.V.s or covering letters when considering applications.

If you would like an informal conversation about the role, please call me on the telephone number below.

Yours faithfully

A handwritten signature in black ink that reads "Fay Edwards".

Fay Edwards
Head of Learning & Development
Tel: 07786 397169