

Ref: EM

E-mail: jobs@ageconcernliverpool.org.uk

Direct Line: 0151-330 5601

Dear Applicant

Re: Ageing Better Engagement Officer

REF: AE01/14

Thank you for enquiring about the above post with Age Concern Liverpool & Sefton . I am enclosing the following:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities form
- Guidance notes & further information

The Person Specification lists the skills and abilities which we are looking for. You should try to give examples of how you can demonstrate these skills and abilities in your application. Curriculum Vitae will not be accepted.

- Please return your application form by **5pm 5 February 2014** to me at the above address or e-mail it to jobs@ageconcernliverpoolandsefton.org.uk.

Unfortunately, due to cost, we are unable to reply individually to all applicants. All shortlisted candidates will be notified. If you do not hear from us by 10 February 2014, you can assume your application has been unsuccessful.

I look forward to hearing from you.

Yours sincerely



Elaine Middleton
Human Resources Manager