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E-mail. **info@urbanforum.org.uk**
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7th July 2006

Dear Applicant,

Network Development Officer Post

Thankyou for your interest in the above position.

All the documents relating to the vacancy are either enclosed with this letter, or available on our What's New website page, and include: the Job Profile (Job Description and Person Specification), the Application Form, an Applicants Monitoring Form, and a set of Guidelines for Applicants.

Completed Application Forms (no CVs) should be sent to me at the address on the form by 28th June 2006: a signed copy must be received by this date but I should be grateful if you could email a version in addition to alistair@urbanforum.org.uk. If you wish to complete the Applicants Monitoring Form, this should be sent separately in the post.

All applications are submitted for shortlisting anonymously, ie the personal details contained on the first and last pages of the Application Form are removed beforehand. The shortlisting process will take place immediately after the closing date and candidates invited for interview will be informed as soon as possible: the interviews taking place on 5th July 2006.

If you wish to discuss the post, please contact Urban Forum at the telephone number above,

Yours sincerely,

Alistair Brown
Operations Manager

CHAIR: ED COX CHIEF EXECUTIVE: TOBY BLUME
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