

07 January 2025

Dear Applicant

**RE: Marketing & Communications Officer**

Thank you for your interest in the above post. We are pleased to enclose:

1. Job Description
2. Person Specification
3. Application Form & Equal Opportunities Monitoring Form
4. Applicants with a Criminal Record Policy
5. General information about Age UK Shropshire Telford & Wrekin

Completed application forms should be returned to me at the address below, or by email to [enquiries@ageukstw.org.uk](mailto:enquiries@ageukstw.org.uk) . For further information about this post please contact the current post-holder on the telephone number below.

Please note the closing date for receipt of completed applications is Thursday 30<sup>th</sup> January 2025.

Interviews will be held on Wednesday 12<sup>th</sup> February 2025 so if you have not heard from me by this date, you may assume you have not been shortlisted. It is regretfully not possible for me to write to unsuccessful candidates.

Yours sincerely



Angela Goodman  
Senior Income Generation Officer

Enc. (5)

**Age UK Shropshire Telford & Wrekin**

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**Patron: David Stacey, DL**

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