



in Tower Hamlets  
and Newham

Mind in Tower Hamlets and Newham  
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Dear Applicant

**Post of LEAP Project Support Worker**

I am pleased to enclose an application pack for the post of Leap Project Support Worker at Mind in Tower Hamlets and Newham. We now enclose the following:

- Covering letter
- Job description and Person Specification
- Application form
- Monitoring form
- Recruitment of ex-offenders policy

When completing section G of the application form you should clearly demonstrate how you meet the person specification, using the same headings and in the same order.

Application forms will be photocopied so please sure that any extra sheets are A4 size, numbered and easily detachable.

The closing date for receipt of applications is 9.00am Wednesday 29<sup>th</sup> January 2020. Interviews will be held on Friday 7<sup>th</sup> February 2020. If you have not heard from us by that date please assume that your application has not been shortlisted.

Thank you for your interest and we look forward to receiving your completed application.

Yours sincerely

Juno Boyce  
**HR and Administration Manager**

