



Care and Repair Western Bay  
Gofal a Thrawsio Bae Gorllewinol

Alberto Road  
13C Valley Way  
Enterprise Park  
Swansea  
SA6 8QP

October 2021

Dear Applicant,

**Re: PR, Social Media & Marketing Officer vacancy**

Thank you for expressing an interest in the above post. Enclosed with this letter are the following:

- Job Description and Person Specification
- Application form
- Equality & Diversity form
- Candidate Privacy Notice

Please complete the application form paying particular attention to the person specification and explaining how your knowledge, skills and experience demonstrate that you meet those required for the post. We would also be grateful if you could complete and return the Equal & Diversity form along with Candidate Privacy Notice.

The closing date for applications is midday on **Friday 29<sup>th</sup> October 2021**. Please note that we will be unable to consider applications received after this time. We are happy to accept a hard copy or emailed application, contact details can be found on this page.

Interviews will be held on **Wednesday 3<sup>rd</sup> November 2021**. Only shortlisted candidates will be contacted and asked to attend for interview.

Yours sincerely

**Kelly Jones**  
Deputy Chief Officer

**Tel/Ffôn: 01792 798599**

**Email/Ebost: [admin@candrwb.co.uk](mailto:admin@candrwb.co.uk)**

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