Dear Applicant,

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application. In order to apply you should submit:

1. An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
2. A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than two pages;
3. The declaration form – but completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity;

Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format by email to: [**Jobs@blackcountryconsortium.co.uk**](mailto:Jobs@blackcountryconsortium.co.uk)

Applications must be received by 30th October 2019

Please do contact us if you wish to have an informal discussion about the role and organisation or if you have any other questions to help you decide whether to apply. You can contact Nicky Horne (BCC Ltd HR Director) on 01384471177 or Ian Carey (Active Black Country Director) on 01384471137