



**Charles Causley Trust.**

January 2018

Dear Applicant

**Appointment of Programme Director/Programme Assistant**

Thank you for your interest in the above post(s) which have become available through a successful bid to Arts Council England for two-year funding from February/March 2018. Other significant funding partners are Cornwall Council, Launceston Town Council, Literature Works(SW) and Plymouth University.

I enclose for your information the job descriptions for both posts and a short background paper about Charles Causley and the Trust.

Applications should be made by email to [trustees@causleytrust.org](mailto:trustees@causleytrust.org) or be posted to The Charles Causley Trust, 2 Cyprus Well, Ridgegrove Hill, Launceston, Cornwall PL15 8BT.

Please send a full CV to include details of education, qualifications and career/employment history plus contact details including home address and telephone numbers. Also send a letter of application which should explain your interest in the post and show how your qualifications and experience match our job description. Please make it clear for which of the two available posts you are applying.

We require the names and addresses of two referees (with note of their relevance). We will take up references for selected candidates before the interview stage.

If you wish to have a telephone conversation about the post(s) then the Chairman of the Trust, David Fryer (01872 278350) or Trust Secretary, Dr Malcolm Wright (01566 776302) will be happy to take a call.

The closing date for applications is Monday 26<sup>th</sup> February 2018 and interviews for the Programme Director's job will be held on Monday 5<sup>th</sup> March in Launceston. The Trust hopes to involve the appointed Programme Director in the appointment to the Assistant post.

Yours Sincerely

Malcolm Wright (Secretary to the Trust)