By Email

11 March 2021

Dear Applicant

**Re: Request for application pack for Early Years and Family Support Practitioner**

Thank you for your interest in the above position. I enclose an application pack for your consideration. Please find enclosed:

* an application form
* job description and person specification
* information about the charity

The closing date for applications is 30th April 2021

If you have a disability that requires any adjustments by us to the selection process, such as the need for a signer, special access to the building or parking, please let me know when applying so that I can make the necessary arrangements.

Please do not hesitate to contact me on the telephone number below if you have any queries.

I look forward to hearing from you.

Yours sincerely,

Wendy Uttley

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**Information about the Charity**

The Down Syndrome Training & Support Service is a registered charity run by and for parents and carers of children who have Down syndrome. We offer support and training for all parents and professionals working and caring for children with Down syndrome.

Our services are based at The Pamela Sunter Centre in Bingley, Bradford and are currently funded by donations and grants.

We provide regular training and support events throughout the year. These include training courses, monthly speech and language group sessions and early development groups. We also hold a monthly Saturday Family Session at Haworth Road Methodist Church Hall and a Friday night youth club.

A library of books, software and resources are based at the Centre and a monthly newsletter keeps members up to date with our events and developments.

Please visit our website [www.downsyndromebradford.com](http://www.downsyndromebradford.com) to read our latest newsletter.

We currently employ 1 full time and 9 part time staff at our Centre in a variety of roles from Administration to Youth Workers.