Families InFocus

(ESSEX)

Supporting families of children with disabilities and special needs

September 2017

Dear Applicant

Job Title: Projects & Communications Assistant

Thank you for your interest in the opportunity to become a Projects & Communications Assistant. Please find enclosed, or download (as appropriate) the following:

- Job description, person specification and summary of the terms and conditions
- An application form
- Equal opportunities form
- Disclosure of criminal convictions
- Information about Families InFocus (Essex) – see also our website www.familiesinfocusessex.org.uk

To apply please submit a completed application form that clearly addresses all the essential and desirable criteria listed in the person specification. Failure to do so will considerably lessen your chances of being selected for interview.

Please return your completed documentation to me **either by email** to rachel@familiesinfocusessex.org.uk or by **post** marked **confidential**, to be received no later than **3pm on Tuesday 19th September 2017**. Unfortunately we are not able to consider any applications received after that time.

Interviews will be held at our Lancaster House premises, on **26th September 2017.**
In the interest of economy we will only notify those candidates who are short-listed.

Thank you for your interest and I look forward to hearing from you, good luck!

Yours faithfully

Rachel Ellis
CEO

Lancaster House, 140 Mildmay Road, Chelmsford, Essex CM2 0EB

TEL: 01245 353575 E-MAIL: rachel@familiesinfocusessex.org.uk Website: **www.familiesinfocusessex.org.uk**

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