



Families InFocus

(ESSEX)

Supporting families of children with disabilities and special needs

August 2018

Dear Applicant

Job Title: Saturday Activity Club Co-ordinator

Thank you for your interest in the opportunity to become a Saturday Activity Club Co-ordinator. 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) can be found on 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 Thursday 6th September 2018**. Unfortunately we are not able to consider any applications received after that time.

Interviews will be held at our Lancaster House premises, Chelmsford. If you are successful in going through to the application stage we will contact you with dates. Please indicate on your form any days when you would NOT be available for interview if short listed.

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

A handwritten signature in black ink, appearing to read 'Rachel Ellis'.

Rachel Ellis
CEO

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

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