



Families InFocus

(ESSEX)

Supporting families of children with disabilities and special needs

March 2020

Dear Applicant

Thank you for your interest in the role of **Chief Executive Officer for Families InFocus (Essex)**.

The charity has a long and successful history of working to support families in Essex and is highly regarded by them, our professional partners and our funders. We are looking for an outstanding leader to work with the Trustees in leading and further developing the charity. The successful candidate will be someone who will inspire and empower others to share in achieving continued success in all our work.

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 and ensure that the application form and your letter clearly address all the essential and desirable criteria listed in the person specification.

Please return your completed documentation **either by email** to Rachel Ellis at rachel@familiesinfocusessex.org.uk or by **post** marked **confidential**, to be received no later than **3pm on Wednesday 25th March 2020**. Unfortunately, we are not able to consider any applications received after that time.

Preliminary interviews for shortlisted candidates will be held at our Lancaster House premises on **30th, 31st March and 1st April**, after which, selected candidates will be invited for a second round interview week commencing **6th April**. It would be helpful if you could inform us of your availability for interview when you submit your application.

If you have a passion for working with a great team who make a real difference for families across Essex, we would be delighted to receive your application and look forward to hearing from you.

Yours faithfully

Sarah Dignasse,
Chair of Trustees

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

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Families InFocus (Essex) is a registered charity no. 1062311 and a limited company registered in England and Wales no.3287829