



Families InFocus

(ESSEX)

Supporting families of children with disabilities and special needs

March 2020

Dear Applicant

Job Title: Family Support Adviser for Chelmsford

Thank you for your interest in the opportunity to become a Family Support Adviser.

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 31st March 2020**. Unfortunately, we are not able to consider any applications received after that time.

Interviews will be held at our Lancaster House premises on **6th and 7th 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

Rachel Ellis,
CEO

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

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