

Guidance to candidates applying for our Coordinator post November 2020

In the first instance we ask you to complete the online application form.

We will use this to carry out shortlisting soon after the deadline at noon on Friday 6th November. Outcomes will be sent as soon as possible by email.

Candidates who are invited through to the next stage of the recruitment process will be asked to provide a CV and cover letter with any additional information to help us in decision making.

The final shortlisted candidates will be invited to attend:

- An in-person computer/IT assessment at Amplevine House, Dukes Road, Southampton, SO14 0ST (this will be between 9am – 5pm on a weekday)
- An interview on Zoom with a panel including Trustees (this may be outside normal weekday working hours)

The assessment and interview process will take place between Wednesday 11th and Tuesday 17th November.

For the successful candidate the hours to be worked are negotiable and will include the opportunity of term-time only. However, we would require those hours to be spread over at least 4 days of the week. The number of hours each day could possibly vary.

If you have any questions please contact Annie Clewlow by email:
manager@communicareinsouthampton.org.uk or call 07857 650707