**Guidance to candidates applying for our Kickstart Assistant Coordinator post, June 2021**

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 25th June.

Outcomes will be sent as soon as possible by email.

Shortlisted candidates will be invited to attend an interview on Zoom with a panel and a short practical assessment at our main office, Amplevine House, Dukes Road, Southampton, SO14 0ST.

The assessment and interview process will take place between 1st – 7th July.

For the successful candidate the pattern of how the hours are spread may have some flexibility.

If you have any questions please contact Annie Clewlow by email:

manager@ communicareinsouthampton.org.uk or call 07857 650707