

## **Guidance to candidates applying for our Lead Coordinator post September 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 Wednesday 13<sup>th</sup> October.  
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 interview on Zoom with a panel including a Trustee (this may be outside normal office hours. Please let us know in the application form if this could present a problem).  
The assessment and interview process will take place during week beginning Monday 18<sup>th</sup> October.

For the successful candidate, the hours to be worked are negotiable. The pattern of how the hours are spread is also up for discussion.

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