

## Guidance to candidates applying for our Coordinator post January 2022

If you are interested in taking this on as a term-time only role we would recommend contacting us for a chat about what may be possible ahead of applying.

Otherwise:

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 4<sup>th</sup> February.

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, so we recommend having this ready to send through when requested.

The final shortlisted candidates will be invited to attend:

- An in-person computer/IT assessment at Amplevine House (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 9<sup>th</sup> – Tuesday 15<sup>th</sup> February.

For the successful candidate who wants to work less than 40h/week, whilst there will be some flexibility about when the normal hours are timetabled, this will need to fit within Monday – Friday, 9am – 5pm and within the existing team. Some of this decision will be affected by the total number of hours/week agreed.

We hope this will help you to decide whether the role is for you!

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

**[manager@communicareinsouthampton.org.uk](mailto:manager@communicareinsouthampton.org.uk) or call 07857 650707**

bearing in mind that she works part time and is often involved in meetings. Please do leave a message if necessary and she will get back to you.