

Guidance to candidates applying for our Senior Coordinator post September 2026

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 19th 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 assessment and interview with a panel including a Trustee. This will take place during week beginning 2/11/26 at our office: 147 Shirley Road, Southampton, SO15 3FH.

For the successful candidate the hours to be worked are negotiable within the advertised range. The pattern of how the hours are spread is also up for discussion, bearing in mind that core hours are during office opening times (when phone lines are staffed) and the usual routine would be expected to fall between 8.30am – 5pm, Monday - Friday.

Suggested pattern of work:

- Spread across 3 or 4 days/wk. Each day being a maximum of 8h
- A strong preference is for one of the working days to be a Friday

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

manager@communicareinsouthampton.org.uk or call 07857 650707