February 2018

Dear Candidate

Thank you for your interest in this position. Southern Brooks has been established for over 25 years. Southern Brooks delivers a range of services including employment support, volunteering, family support, dementia awareness and training. You will be working as part of a team who operate the community hub from which a range of services run.

The primary role of this post is to work with local residents, agencies and partners to bring people together through activities and events to make sure that Kingswood is a great place to live for everyone. There will be a high emphasis on working with volunteers to deliver a range of projects including Health Champions, volunteering and IT support.

You will need to be able to a range of different projects and targets. You will be committed to seeing the potential of everyone to make a difference in the community. Being able to communicate with people on all levels is really important and there will be the need to work some evenings and weekends.

All completed application forms should be emailed or posted to the address above by the closing date of Wednesday 14th March (12 noon). Shortlisted candidates will be notified on 19th March and interviews will take place on 22nd March. If selected for interview we will ask you to talk to us about your approach to the work in the first 3 months (no Power Point needed).

Best wishes

Julie Close

**Director**