February 2018

Dear Candidate

Thank you for your interest in this position.

Southern Brooks has been established for over 25 years. We employ around 50 staff, and have over 100 regular volunteers. We run a community café, have a team of family support workers, youth workers and community development workers. We provide training for residents and community groups, run free wellbeing courses and activities, and have a team dedicated to getting people back in to employment and education.

The primary purposes of this role are to work with Southern Brooks staff teams and local residents to develop efficient, sustainable communications processes.

If you would like an informal discussion prior to your application, please contact Caroline Browne on the phone number above.

All completed application forms should be emailed to [office@southernbrooks.org.uk](mailto:office@southernbrooks.org.uk) or posted to the address above by the closing date of Monday 17 September 2018 (9.00am). Shortlisted candidates will be notified by 20September 2018, and interviews will take place the week commencing 24 September 2018.

Best wishes

Julie Close

**Director**