



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

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Dear Candidate,

Thank you for your interest in applying for a post within the Our Place Our Future Project with CVS Inverclyde.

Please note that all of these posts are funded through the Aspiring Community Fund (ACF) with support from the European Social Fund (ESF). The posts we are recruiting are:

Community Builders – 2 Full Time Equivalent (70 hours)
Volunteering Officer – Total of 30 hours

We are keen to support applications for flexible working – if you would like to work reduced hours or another arrangement we will aim to support this.

Please read the Job Description and Person Specification carefully before applying. Please be aware that we will not interview anyone who does not clearly demonstrate that they meet **all** of the essential criteria for the post.

When completing the application form it is recommended that you take each area of the person specification in turn and demonstrate how you meet that criteria. It is not sufficient to simply say that you meet a criteria – we are looking for evidence of this.

The qualifications identified in the person specification should be addressed in Question 3 of the application form. The experience / knowledge in the person specification should be addressed in Question 5 of the application. The competencies identified in the person specification do not need to be addressed. These will be assessed at interview.

We recognise that applicants may be interested in applying for both roles. If you wish to do so you can do this on one application form. Please make sure you cover both sets of criteria from the person specifications.

Applications open on **Wednesday 5 June 2019**. If you would like to speak to us about the post or have any questions about either the post or the application process please e-mail us at admin@cvsinverclyde.org.uk before **4pm on Wednesday 26 June 2019**.

Completed applications must be received by **9am on Monday 1 July 2019**.

Selection for interview will be based upon the **Qualifications and Experience & Knowledge** criteria.

Interviews will take place on **Monday 15 and Tuesday 16 July 2019**. If either of these dates do not suit you please tell us this when submitting your application.

We look forward to hearing from you.

Kind Regards,

Jan Bruce

Chief Executive Officer

CVS Inverclyde is a great place to work and we are proud to be committed to supporting our team – the organisation is accredited Healthy Working Lives, Happy To Talk Flexible Working, Disability Confident, Carer Positive, Dementia Friendly and Living Wage.

