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Dear Candidate,

Thank you for your interest in applying for the post of **Partnership Facilitator – Health and Social Care** with CVS Inverclyde.

This is a hugely exciting role working collaboratively with the public and voluntary sector to support the planning and delivery of health and care services for local people. The post is funded by Inverclyde Health and Social Care Partnership.

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.

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](mailto:admin@cvsinverclyde.org.uk) before **4pm on Wednesday 26 June 2019**.

Completed applications must be received by **9am on Wednesday 3 July 2019**. Please ensure when completing your application that you take regard of the person specification.

Interviews will take place on **Friday 12 July 2019**. If this date does not suit you please tell us this when submitting your application.

We look forward to hearing from you.

Kind Regards,

*Ian 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.

