



APPLICATION INSTRUCTIONS: SKILLS DEVELOPMENT COORDINATOR

Please, read the job description (including person specification) carefully before deciding whether to apply.

You can download the job description at: www.goodmoves.com

Please, also visit our website: www.bridgendfarmhouse.org.uk

HOW TO APPLY

Application is by CV and a separate supporting statement sent to us by email. You should ensure that each of your documents is a maximum of two sides of A4 sheets long, using a font size that is no smaller than Arial 11 point. Your supporting statement should set out why you are a suitable candidate for this post and explain exactly how you meet the person specification in the job description.

Please, ensure you include the names and contact details of two referees in your CV. These should not be people who are related to you.

IMPORTANT

In the subject box of your email, please put **YOUR FULL NAME** followed by '**SKILLS DEVELOPMENT COORDINATOR**', i.e. your full name followed by the job title. This will assist us in shortlisting emailed applications.

Please, send your CV and your supporting statement by email to:

roz.angus@bridgendfarmhouse.org.uk

Closing date: 5 pm, Friday 30th April 2021

Interview date: We will contact shortlisted candidates by Monday 3rd May at the very latest to advise of interview arrangements. Interviews will be held the week beginning Monday 10th May 2021.

Applicants not shortlisted for interview:

As a small charity trying to work within our resources and capacity, we regret that we are unable to give feedback to candidates not shortlisted for interview. However, we will confirm whether or not you have been selected for interview.