Dear Candidate,

Thank you for your interest in applying for the post of **Community Link Worker – Maternity Cover,** with CVS Inverclyde.

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.

Please read the Job Description and Person Specification carefully before applying. When completing the application form 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.

CVS Inverclyde are funded by NHS Greater Glasgow and Clyde to deliver the Community Link Worker service in Inverclyde and the postholder will be employed by CVS Inverclyde

If you have any further questions about the post or application process; or would like a conversation with the Lead Community Link Worker , Elaine Cannon , please email : [elaine.cannon@cvsinverclyde.org.uk](mailto:elaine.cannon@cvsinverclyde.org.uk)

**Applications**

Please read the Job Description and Person Specification carefully before applying using the enclosed application form. Please do not send a CV or any other supporting evidence. Please send your completed application using the email or postal address above.

The Person Specification contains three sections:

* Qualifications – please ensure that you demonstrate you meet all of the essential criteria in Question 3. Where you have experience in lieu of a qualification please explain that here.
* Experience and Knowledge – please use Question 5 to give clear examples as evidence of how you meet each of these criteria.
* Competencies – competencies will be assessed at interview. Before applying please read our enclosed competency framework and be confident you can demonstrate the competencies.

**Timeline**

|  |  |
| --- | --- |
| 6/10/2021 | Applications open |
| 27/10/21 | Deadline for questions and requests for conversations |
| 3/11/2021 – 12 noon | Deadline for applications |
| 10/11/2021 | Interviews |

If the date for interviews does not suit you please tell us this when submitting your application.

We look forward to hearing from you.

Kind Regards,

Charlene Elliott

Chief Executive Officer

