Dear Candidate,

Thank you for your interest in applying for the post of **Community Enterprise Project Officer** (3 Year Fixed Term Contract) 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 with Happy To Talk Flexible Working, Disability Confident, Carer Positive, Dementia Friendly and Living Wage.

CVS Inverclyde are being funded by the Scottish Government to deliver the Inverclyde Community Enterprise Project. The aim of this project is to work with community organisations and residents to help regenerate and build capacity across areas of deprivation.

If you have any further questions about the post or application process, or would like a conversation please contact Catriona MacLeod - **E**: [catriona.macleod@cvsinverclyde.org.uk](mailto:catriona.macleod@cvsinverclyde.org.uk)

**Applications**

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.

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 and Experience** – please ensure that you demonstrate you meet all of the essential criteria.  Where you have experience in lieu of a qualification please explain that here.

* **Knowledge and Skills** – please give clear examples of both knowledge and skills and how you meet the criteria.
* **Personal Qualities** – please give clear examples as evidence of how you meet each of these criteria.

**Application Timeline**

* **Application deadline – 5th June 2023 @ 9am**
* **Interview date – 12th June 2023**

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

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