



My direct line: 07951 892 500  
Email: [martyne@redbridgecvs.net](mailto:martyne@redbridgecvs.net)

Thank you for your interest in RedbridgeCVS's post of **Careers Coach**.  
Please find attached full details for the post advertised:-

1. Background reading containing:
  - Information about the work of RedbridgeCVS
  - Our Equality & Diversity Policy
  - Information you will need to provide to prove you are eligible to work in the UK
2. Job description and Person Specification  
Including full details of the role, hours, pay etc.
3. Guidance notes and application form containing:
  - Guidance on how to complete your application to stand the best chance of success
  - The application form
  - Equal opportunities monitoring form
  - Disability options form

Please return your signed and completed application form to Lynette Jackman by 12 noon on **Thursday 20<sup>th</sup> June 2019**.

**We expect to interview the short listed candidates on Tuesday 25<sup>th</sup> June 2019.**

Mark your envelope:  
RedbridgeCVS Recruitment  
103 Cranbrook Road, Ilford, IG1 4PU

Please note that we will accept emailed applications, so long as a signed copy of the application form is brought to any subsequent interview. Emailed application forms should be returned to [lynette@redbridgecvs.net](mailto:lynette@redbridgecvs.net)

We look forward to receiving your application.

Yours sincerely

Martyne Callender  
Partnerships & Development Manager

103 Cranbrook Road  
Ilford IG1 4PU

Telephone: 020 8553 1004

Email: [info@redbridgecvs.net](mailto:info@redbridgecvs.net)

Web: [www.redbridgecvs.net](http://www.redbridgecvs.net)

*RedbridgeCVS' mission is to promote a strong, effective and independent voluntary and community sector in Redbridge.*

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