



Community Works,
Community Base,
113 Queens Road,
Brighton,
BN1 3XG
01273 234023

info@bhcommunityworks.org.uk
www.bhcommunityworks.org.uk

18th April 2017

Name of post: Chief Executive Officer

Dear applicant,

Thank you for your enquiry, please find enclosed an application pack for the above post that includes:

- A job description and person specification
- An application form and equal opportunities monitoring form
- Our equality and diversity policy
- Our Business Plan
- A copy of the advert for the vacancy

Background on Community Works

Voluntary and community action makes our society and local areas better. We want to make sure that it does. And, that it has the greatest positive impact on everyone. To achieve this we create the support and networks that help people and organisations to use their time, expertise and energy effectively. We give voluntary and community organisations the support and platform they need to make a difference to local lives and issues. For further information about our work and activities got to: www.bhcommunityworks.org.uk

To apply

Please submit your completed application form to the address below or by email as a word document. The deadline for applications is **midday Monday 15th May**, applications received after this time will not be considered. Shortlisted candidates will receive an email inviting them to interview. Interviews will take place on **Tuesday 23rd May or Thursday 25th May**.

Interviews will take place in an accessible venue. Please let us know on your application form any reasonable adjustments which you would like us to make in the interview process for example in relation to any disability or religious festivals.

Your application will be scored against the skills and experience shown on the person specification, so **please use the list as headings for the information you include**. Please use the application form provided and do not send extra pages or additional information. CVs will not be considered.

We have an active Equality and Diversity Policy and we monitor our recruitment to ensure we are treating all sections of the community fairly. We would appreciate it if you could complete an equal opportunities monitoring form to enable us to do this. The form will be separated from your application form and will not be used as part of the selection process.

I am very sorry that we cannot acknowledge application forms or inform unsuccessful candidates, so if you do not hear from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion.

If you would like to discuss the post informally, please contact me on davies.cj@icloud.com

We look forward to receiving your application form.

Best wishes

Ceri Davies
Chair