

**What you need to do to apply for
the assistant coordinator role with
the Essex Carers Network**



- Email info@essexcarersnetwork.co.uk telling us why you are the best person for the job. Please consider the competencies listed in the person specification and give examples of your skills and experience and how you have demonstrated them.
- Please give us 2 references one of whom should be from your present or last job. If you haven't worked for a while please don't worry get in touch with us and we can help you consider who would be the best person to ask. We will not approach your references unless we intend to offer you the post.
- If you have a CV please include that in your email. If you don't have a CV please tell us about your work or volunteering over the past 5 years and who you have worked or volunteered for.
- If you have a one page profile and would be willing to share it please do, although this is not essential.
- Please include your address and the best phone number to contact you on.
- The closing date for sending your application to us is **Friday 22nd April 2022**.
- If you are successful in being short listed you will be invited to join some of our management team for an informal coffee and chat on zoom. They will then decide who is invited back for an interview. The date for this is **Thursday 28th April sometime between 5-7.30pm**.
- If you have been selected for interview this will take place week commencing **2nd May 2022** all being well at our office base in Harwich .The interview will consist of a short presentation from you followed by questions.
- We aim to let the successful candidate know by the **6th May** with a view to a start date as soon as possible after that.
- If you would like to discuss this please feel free to contact Wendy Burt our lead coordinator by email: wendy@essexcarersnetwork.co.uk .
- Thank you for your interest in applying for this post, we look forward to receiving your application.