**Basildon, Billericay and Wickford**

 **Council for Voluntary Services**

 The George Hurd Centre

Audley Way

 Basildon, Essex

SS14 2FL

**31 May 2019**

First Last
Company

Address Line 1

Town
County
Postcode

Dear First,

31 May 2019

Dear Applicant

**Re: Basildon Volunteer Centre and Timebank Co-ordinator**

Thank you for the interest that you have shown in the above post.

Please find enclosed the following documents:

* Advice on completing your application form.
* Application form.
* Job description and Person specification.
* Equal opportunities monitoring form.
* Volunteer Centre Background note 2017-18

If you have any questions, please contact our office on 01268 294124. The deadline for completed applications is Monday 24 June at 4.30pm.

Shortlisted candidates will be required to attend a local interview in the week commencing Monday 1st July 2019. If you have not heard from us by that date your application has not been successful on this occasion.

Please note that because of limited resources we are unable to provide feedback on unsuccessful applications.

Yours sincerely

Christopher Evans

Chief Officer