

**POST OF
OUTREACH ADVICE DEVELOPMENT CO-ORDINATOR**

Thank you for your request for an application form and further information relating to the above post.

This pack contains:

- * Application Form
- * Job Description
- * Person Specification
- * Main Conditions of Service
- * Equal Opportunities Statement of Intent
- * Equal Opportunities Monitoring Form
- * Departmental Information

Please note the following information:

1. The closing date is 5.00pm on 19th September 2008.
2. Interview dates are 10th and 13th October 2008.
3. Shortlisting will take place on 22nd September. If you have not heard from us by 30th September, please assume you are not being considered for the post.
4. To conform with our Equal Opportunities policy we will only consider applications made on our standard application form. CV's will not be accepted.
5. When completing your application form please pay particular attention to the Person Specification, as this is the criteria that will be used for shortlisting. You should demonstrate on your application form how you meet the criteria on the person specification. You should address **each point** on the person specification explaining what qualities, skills or experience you have in order to demonstrate that you meet the requirements listed.

Applications from people with disabilities are welcome and we will ensure appropriate support is provided where required. If you have any particular needs in relation to completing the application form please let us know.

6. Please ensure you complete and return the equal opportunities monitoring form. This form will be detached upon receipt and will only be used for equal opportunities monitoring purposes.
7. Under legislation for the Protection of Children and Vulnerable Adults, if your application is successful, you will be asked to agree to a check being made by the Criminal Records Bureau about the existence of a criminal record.

Age Concern Blackburn with Darwen has a policy statement on the recruitment of ex offenders; if you are shortlisted for interview you will receive a copy with your invite to interview letter. Alternatively if you prefer you may request a copy by contacting our King Street office.

A criminal record will not necessarily debar you from employment with our organisation.

8. Please return your form to Age Concern Blackburn with Darwen, 4 King Street, Blackburn, BB2 2DH.

Thank you for your interest in Age Concern Blackburn with Darwen.