

Time2Share

Supporting disabled children, young people and their families
www.time2share.org.uk

24 July 2015

Dear Applicant

Thank you for your interest in applying for the Area Co-ordinator post with Time2Share. We are looking for two Area Co-ordinators: one to work 20 hours per week, and one to work 25 hours per week.

Please make sure you have the following documents before you complete your application form:

- 1 Background Information
- 2 Job Description
- 3 Person Specification
- 4 Application Form

We cannot consider you for the role unless a full application form is completed. CVs will not be accepted.

Further information about the charity is available on our website www.time2share.org.uk.

Please ensure you link your experience and skills with those listed in the Person Specification. Please remember to tell us about skills and experience you have gained in an unpaid capacity as well as those gained through your paid work experience, e.g. if you are a parent or a carer you will have gained valuable skills through your life experiences. Voluntary experience can also be used to evidence skills and personal qualities.

The deadline for applications is **9am Monday 10 August 2015**. If you are successful we will contact you to arrange an interview date and time. Interviews will take place on Thursday 13 August 2015.

Please be aware that the successful candidate will be required to undertake an enhanced DBS check and their suitability to work with children will be assessed.

If you need further assistance please contact Donna Baber on info@time2share.org.uk or on 0117 941 5868 at the Time2Share office.

Warm wishes



Donna Baber
Chief Executive Officer