

Recruitment Information

Project Officer p/t £23,307pro-rata

Background

Public Voice a community interest company, is a partner in a consortium which has successfully bid to deliver the Information, Advice and Guidance service in Haringey from April 2016 to March 2020. Our role is to develop the outreach and engagement service which will identify needs in the community and target specific community groups who are less familiar with information, advice and guidance services. We will have particular regard to the needs of people over 50 years of age.

The post is to support the broader development and delivery of community based Information, Advice and Guidance services across the London borough of Haringey. This will provide a critical role in building locally realised capacity, skills and knowledge to support vulnerable people across the borough, including older people, to navigate services and systems that maintain their independence.

Application and selection

To apply, you are asked to provide a copy of your CV together with a personal statement of 2-3 sides of A4 detailing why you are applying and how you meet the job description / person specification criteria.

You are also asked to supply two referees, one of who should be a recent or current employer or someone who has known you in a professional capacity.

All applications will be reviewed against the job description / person specification and it is therefore important to address these in the supporting statement.

Applications, with a copy of the monitoring form can be submitted via email to info@publicvoice.london or by post to: Freepost RTXY-BSRB-RCSS, Public Voice, Tottenham Town Hall, Town Hall Approach Road, London, N15 4RX.

If you require the recruitment pack in an alternative format or for any other enquiries, please call the office on 020 3196 1900.

The deadline for all applications is 5.00pm, **Friday 23rd August 2019.**