



## **Recruitment Information**

**Circle Project Officer £22,500 FTE (+3% pension contribution)  
2 year fixed term contract**

### **Background**

Public Voice a community interest company which delivers a number of projects in Haringey and other London boroughs. We have just been awarded a large contract to provide 'community navigation' services to over 50s in Haringey, combining signposting, brief support following a significant life event and building strong mutually supportive communities or 'Circles'.

Our mission is to "improve services through user engagement" and this is a theme underpinning all our projects and programmes. This role will be part of our Reach and Connect team and will work with the Haringey Over 50s Forum to promote and develop the Haringey Circle and facilitate a wide range of inclusive social activities across the Borough. In developing Haringey Circle to draw on the wealth of experience and knowledge held by members of the HO50s and encourage membership and development of that organisation.

More information about us is available at:

[www.publicvoice.london](http://www.publicvoice.london)

## Application and selection

To apply, you are asked to provide:

- A copy of your CV
- A personal statement of no more than 2 sides of A4 detailing why you are applying and how you meet the person specification criteria – all applications will be reviewed against the person specification criteria so it is important to address these in your personal statement
- A completed monitoring form

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

Applications should be submitted via email to:

[info@publicvoice.london](mailto:info@publicvoice.london)

The deadline for all applications is 5.00pm on **Friday 20<sup>th</sup> December 2019**.

If shortlisted, you will be invited to an interview (scheduled for the week commencing 6<sup>th</sup> January 2020).

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