Headway East London

**Timber Wharf, 238-240 Kingsland Road**

**London, E2 8AX**

**Tel: 020 7749 7790**

**Fax: 020 3582 4688**

June 2017

Dear Applicant,

**Re: Community Support Worker (casual)**

Thank you for your interest in the above vacancy with Headway East London. All the information you need about Headway East London can be found on our website [www.headwayeastlondon.org](http://www.headwayeastlondon.org).

This role is being offered on a casual basis. The salary for this position is **£10.44 per hour.** The information pack, job description and person specification are attached. In order to apply you will also need the following documents (attached to the email), these can be sent to you in the post on request:

1. Application form
2. Ethnic monitoring form

**Please ensure you address the requirements as laid out in the** **job description and person specification** when completing page 4 of your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted.

Please send your completed application to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org) by **9.00am on Thursday 6th of July 2017**.

**Please note we may close this vacancy early if we receive a suitable number of applications before the closing date.**

If you have not heard from us after 4 weeks of submitting your application, please assume that your application has not been successful.

If you would like further information about the role, please get in touch (my email and number are below).

Yours faithfully,

Julia Alexander

Community Support Work Service Manager

Email: Julia.alexander@headwayeastlondon.org

Tel: 020 7749 7790