

Headway East London  
Timber Wharf, 238-240 Kingsland Road  
London, E2 8AX  
Tel: 020 7749 7790  
Fax: 020 3582 4688

November 2018

Dear Applicant,

**Re: Community Support Workers**

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 flexible contract basis to begin with however you will have your own regular, weekly caseload and the opportunity to build a good working relationship with clients. There is also potential for employment on a guaranteed hours contract in the future.

The salary for this position is **£10.49 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:

- Application form
- 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 Monday 26<sup>th</sup> November 2018**. Interviews dates for this position are yet to be decided.

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

If you have not heard from us by the end of December, please assume that your application has not been successful.

Yours faithfully,

Julia Alexander  
Community Support Work Service Manager Email:  
[Julia.alexander@headwayeastlondon.org](mailto:Julia.alexander@headwayeastlondon.org)  
Tel: 020 7749 7790