



APPLICATION INSTRUCTIONS: COMMUNITY DEVELOPMENT MANAGER

Please read the job description (including person specification) carefully before deciding whether to apply.

You can download the job description at <https://bit.ly/3hBq8Nr>

Please also visit our website: www.bridgendfarmhouse.org.uk

HOW TO APPLY

Application is by CV and a separate supporting statement sent to us by email. You should ensure that each of your documents is a maximum of two sides of A4 sheets long, using a font size that is no smaller than Arial 11 point. Your supporting statement should set out why you are a suitable candidate for this post and explain exactly how you meet the person specification in the job description.

Please ensure you include the names and contact details of two referees in your CV. These should not be people who are related to you.

IMPORTANT: In the subject box of your email please put **YOUR FULL NAME FOLLOWED BY 'COMMUNITY DEVELOPMENT MANAGER'**, i.e. your own name followed by the job title. This will assist us in sifting and shortlisting emails from applicants.

Please send your CV and your supporting statement by email to:
roz.angus@bridgendfarmhouse.org.uk

Closing Date: 12 noon (midday), Monday 12th October 2020

Interview Date: We will contact shortlisted candidates during the week beginning Monday 19th October to advise of interview arrangements. Interviews will be held during the week beginning Monday 26th October. We currently plan to hold interviews face to face at Bridgend Farmhouse, but if updated Scottish Government guidance on COVID-19 makes that impossible we will interview candidates online via Zoom.

Unsuccessful Applicants:

As a small charity having to work within our resources and capacity, we do not give personalised feedback to unsuccessful candidates, though we will write to all candidates to advise whether their application was successful or not.