

Hazel Thomasson
Principal Officer
www.burbage-council.co.uk



Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF
Tel: 01455 637533

January 2021

Dear Applicant,

COMMUNITY PROJECTS OFFICER

Please find enclosed a job application pack, including:-

- General Information
- Job Advertisement
- Job Description
- Person Specification
- Application Form
- Job Applicant Privacy Notice

The application form provides the essential detail of your application and must be completed. It should set out:-

- how you meet the person specification, giving clear examples of your previous achievements which link directly to the areas of responsibility in this post.
- demonstrates the qualities you would bring to the role of Community Projects Officer

You are welcome to submit a letter of application, or CV to give additional information which may strengthen your application.

The closing date for the receipt of completed applications is **9am on Monday 25th January 2021**. Please ensure your application arrives at the Parish Office on, or before this date/time, as late applications will not be considered. Email and postal applications will be acceptable.

Canvassing of any Councillor or Officer involved in the selection process will disqualify you from appointment.

Interview method and date to be confirmed and will be compliant with COVID-19 Government restrictions.

If you would like the opportunity to have an informal discussion about the post, prior to submitting an application, or would like any further details, please do not hesitate to contact me at the Parish Office on 01455 637533.

Thank you for your interest in this position I look forward to receiving your application.

Yours sincerely

Hazel Thomasson

Principal Officer