



# Kingston Churches Action on Homelessness

Company Limited by Guarantee

Registered Charity No; 1075890; Registered Company No; 3735702

36a Fife Road, Kingston upon Thames, Surrey, KT1 1SU

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E-mail: [recruitment@kcah.org.uk](mailto:recruitment@kcah.org.uk)

21 February 2012

Dear Applicant

**Application for Part-Time Homeless Persons' Activities Co-ordinator – Temporary 6 month post 18 hours per week to be worked flexibly**

Thank you for your enquiry about the above post with Kingston Churches Action on Homelessness ('KCAH'). Please find enclosed an application pack, which includes the following:-

1. Background to the post of part-time Activities Co-ordinator
2. Activities Co-ordinator Job Description
3. Activities Co-ordinator Person Specification
4. Guidance notes on completing the application form
5. Application form
6. A guide to conditions of service
7. KCAH Equal Opportunities Statement and Code of Practice
8. Equal Opportunities Monitoring Form
9. KCAH 2010/11 Annual Report

If you wish to apply, we ask that you present us with the best view of your abilities by reading the person specification and job description and completing your application form carefully. Please demonstrate how your past experience and your skill profile meet our requirements. It is not enough to simply paraphrase or repeat the points on the person specification. If you do not fully address the points on the person specification you are not likely to be shortlisted for an interview. The decision to shortlist candidates will be made solely on the information you supply. Please see the enclosed guidance notes on completing the application form for further information.

**THE CLOSING DATE FOR APPLICATION IS 12 PM ON TUESDAY 6<sup>TH</sup> MARCH 2012.**

Completed application forms should be returned to me by post to the above address marked "Recruitment" on the envelope or by email to [recruitment@kcah.org.uk](mailto:recruitment@kcah.org.uk)

Interviews for the Activities Co-ordinator post will be held on Tuesday 13<sup>th</sup> March 2012. Shortlisted candidates may be notified by telephone. It is therefore important that you include a contact telephone number on your application form.

If you have not heard from us within three working days of the closing date, it will mean you have been unsuccessful on this occasion. May I take the opportunity to thank you for your interest in this role and in KCAH.

We look forward to receiving your completed application form.

Yours sincerely

Matt Hatton  
Operational Director