



For better
mental health

Oxfordshire Mind

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Direct Line: (01865) 310830
Email: recruitment@oxfordshire-mind.org.uk
Web: www.oxfordshire.mind.org.uk/recruitment

Reg. Charity Number 261476
Reg. Company Number 4343625

Date as postmark

Dear Applicant

**COMMUNITY RESOURCE PROJECT WORKER
MIND IN ABINGDON – 37 HOURS PER WEEK**

Thank you for your interest in the above post. I am enclosing the following information:

- General leaflet about the work of Oxfordshire Mind (post only – please refer to website).
- Oxfordshire Mind's projects listing .
- A job description and person specification.
- An application form, plus notes on how to complete the form.
- Mind's aims.
- Mind's Equal opportunities statement.
- Mind's Confidentiality statement.

Please read the job description and person specification thoroughly and if you decide to apply, ensure that you demonstrate in your application that you have the skills and experience to fulfill the requirements of this particular job. The short-listing panel will not make any assumptions about your skills and experience; you need to tell us about them on the form. ***As a Curriculum Vitae is not acceptable, you must complete an application form (c.v.'s will be discarded during the selection process).*** You are welcome to type up any part of your application providing you attach it to the application form.

The closing date for **returned** applications **Monday, 25th August 2008 at 6.00 p.m.**

Short-listing will take place on **Thursday, 28th August 2008** (we aim to let people know within two days of the short-listing process as to whether they have been offered an interview).

Those short-listed will be expected to visit Mind in Abingdon between 10.00 a.m. and 1.00 p.m. on either:

Monday, 1st September 2008
Tuesday, 2nd September 2008

Wednesday, 3rd September 2008
Thursday, 4th September 2008

Interviews will take place on **Monday, 8th September 2008.**

All applicants will be informed as soon as possible.

Yours sincerely

Nichola Clargo

Nichola Clargo (Miss)
Finance & Personnel Officer

Oxfordshire Mind relies on
donations to continue its work.
Please help if you can.

Contact 01865 310830 or
email info@oxfordshire-mind.org.uk
to make a donation.