

Registered Office: c/o Larkfield Methodist Church, New Hythe Lane, Larkfield, Aylesford, Kent ME20 6PN

Post of Team Support Coordinator

Thank you for your interest in Kent Workplace Mission and the above vacancy.

Included with this letter is a Team Support Coordinator Job Description, with Person Specification, and an application form.

Please read both documents carefully before starting. The application form contains instructions to assist you with its completion.

Submitting your application

Preferably the application form should be typed (for clarity). The application form must be signed and dated but there are options available to you for submission.

1. Send a completed form with electronic/typed signature via email
2. Send a scanned completed and signed form via email
3. Send a completed and signed form to the address given above

Options 1. and 2. above are the preferred methods of submission. If choosing options 1. or 2. above and you are called for interview you will be asked to bring a signed, hard-copy of your application with you.

Interview

It is intended to interview candidates in March, on a date yet to be agreed. When, how and where the interview will take place will necessarily be governed by the rules relating to the Coronavirus pandemic.