

• *here to* ISLINGTON •

The Small Print

This role is offered on a full-time fixed term contract of 6 months. The pro rata salary is £10,000 (FTE £20,000) and you will get 12.5 days of paid annual leave during this contract plus any public holidays that happen to fall during this time, in addition. The role will be based in our new Isledon Head Office – The Busworks in Islington (off the Caledonian Road).

This post is line-managed by Katherine Horsham, our fabulous Here To Manager, who you will meet if you are shortlisted for an interview.

How to apply

If you are interested in applying for this role, please send a CV and covering letter telling us why you would be perfect to join the Here To team (up to 2 pages each) to Katherine Horsham at katherine@hereto.org by **Monday, 2 December 2013, 9am**.

Unfortunately we won't be able to consider CV's and covering letters received after this time.

Please also include a sample piece of writing for the [Here To blog](#) with appropriate images that outlines either:

- 5 top tips for organisations to remember when creating their opportunities on the Here To website, or
- a recent experience you have had giving your time to a local/charitable project and how it went for you.

It's entirely up to you what you write about – and if it is good enough, we will post it on the Here To blog.

Interviews

Interviews for this role will be held on the **Wednesday 4** and/or **Thursday 5 December** at [Platform](#), so please do try to keep these days free for an interview.

We will be in contact with you by the end of the deadline day (2 December) to invite you for an interview – if you haven't heard from us after this date, it means that unfortunately you haven't been shortlisted for an interview. We aren't able to offer feedback at this stage.

Recruitment timeline

Mon 2 Dec, 9am	Deadline for CV, covering letter and written exercise
Mon 2 Dec	Shortlisted candidates will be invited to interview
Wed 4 Dec	Interviews
Thu 5 Dec	Interviews

Fri 6 Dec Selected candidate notified
Wed 11 Dec Start date/induction

If you have any questions about the role, please do give us a call on 0203 475 3825 or drop us an email at katherine@hereto.org.

We look forward to hearing from you!