



www.molevalleyfamilycentre.co.uk

Goodwyns Road, Dorking, Surrey, RH4 2LR Tel: 01306 740095

Email: manager@dorking.surrey.sch.uk

Dear Applicant

December 2021

Re: Outreach Worker, fixed term contract for 12 months

Thank you for your interest in our temporary vacancy working as an Outreach Worker in Mole Valley Family Centre. I enclose an application pack for candidates, which contains information about our Centre, the position of Outreach Worker and an Application Form. The exact days and times of work have not been set and there will need to be some flexibility in order to meet the needs of the centre.

I hope you will be able to take advantage of the opportunity to find out more about us from our website prior to submitting your application. I would welcome the opportunity to discuss the role with you so please feel free to telephone me on the number above if you have any questions.

Please complete the application form fully, addressing the items on the Job Profile in your supporting statement. Please also check that you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please be aware that if you are offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications. The salary is £27,991 - £30,510 FTE. This position is temporary at this stage, however, there may be scope for additional hours in the future.

The closing date for receipt of completed applications is Friday 14th January at 12 noon. Interviews will be held the week beginning 17th January. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis, Bursar finance@dorking.surrey.sch.uk. Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Helen Sutherland
Family Centre Manager