



Kings Hedges Family Support Project

March 2021

Dear Applicant

Thank you for enquiring about the position of Project Manager for The Kings Hedges Family Support Project.

Please find enclosed a job description, person specification and an optional equal opportunities employment process form. Further information about the Project can be found on our website [www.khfsp.org.uk](http://www.khfsp.org.uk), Facebook page and The Charity Commission website.

**Please reply in writing, with a letter of application that includes details and examples of your relevant skills, knowledge and experience in relation to this role, paying close attention to the job description and every aspect of the person specification. Please also enclose your curriculum vitae, along with the name, address and telephone number of 2 referees, one of whom should be your most recent/current employer.**

The closing deadline is **Noon on 8<sup>th</sup> April 2021** with interviews being held for successful candidates via Zoom on **15<sup>th</sup> and 16<sup>th</sup> April 2021**. If you are successful in being called for an interview, then please be aware you will need to allow approximately 1.5 hours with the interview panel.

We will be contacting short listed candidates for interview by telephone so please ensure you have put your daytime telephone numbers clearly on your covering letter. If you have not heard back from us by **the 15<sup>th</sup> April 2021** then this means that, on this occasion, you have not been shortlisted for an interview.

We would like to thank you for your interest shown in this post and look forward to your reply.

Yours sincerely,

Susan Lister  
Chair of the Management Committee

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## The Kings Hedges Family Support Project

Registered Charity No: 1107581

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