

# SPECTRUM Job pack

## Payroll & Managed Budgets Support Worker

Thank you for requesting a job pack for the above role, which I have much pleasure in providing. This pack is designed to help you decide about applying for the post advertised as well as making your application.



### Contents:

1. An Introduction to SPECTRUM – why we exist and what we do
2. Job Description & Person Specification
3. Job Application form
4. Equality & diversity monitoring form
5. Recruitment timetable

Please read the contents carefully and note anything that is not clear to you. The information contained in this pack will be useful, both for completing the application form and at interview. If you would like an informal chat before completing the application form, please contact us via email at [info@SpectrumCIL.co.uk](mailto:info@SpectrumCIL.co.uk) or via phone on 023 8020 2625.

Applications should be made on the enclosed application form, or in another format providing the information and structure provided adheres to that requested on the application form. **NB: CV Applications are not allowed - any CV included will be disregarded.**

Completed application forms **must** be returned to SPECTRUM by **5pm 19<sup>th</sup> August 2019** to be considered. We prefer application forms to be emailed to us at: [Info@SpectrumCIL.co.uk](mailto:Info@SpectrumCIL.co.uk) but you may post them if you prefer (address below) – if you do post please ensure you allow enough time for them to get to us before the deadline.

Thank you once again for your interest in this post.

Yours faithfully

Ian Loynes  
Chief Executive, SPECTRUM