



BVSC
Bexley Voluntary Service Council
Strengthening voluntary and community action

BEXLEY VOLUNTARY SERVICE COUNCIL
Crayford Manor House, Mayplace Road East
Crayford, Kent DA1 4HB
Tel: 01322 524682
E-mail: cpenny@bvsc.co.uk

www.bvsc.co.uk

September 2017

Dear Applicant

Thank you for requesting an application pack for the full time Chief Executive post at Bexley Voluntary Service Council.

I am pleased to enclose the following: (which can also be found on our website www.bvsc.co.uk)

- Job Description and Person Specification
- Guidance for Applicants
- Equal Opportunities Monitoring Form

The starting salary is £46,000 rising to £50,000 p.a. for 35 hours per week. BVSC is able to make a contribution into a personal pension scheme operated by NEST. This is based on 6% of salary and is dependent on the employee making a personal contribution of 3% per annum.

Annual leave entitlement is 25 days per annum plus bank holidays.

The closing date for applications is **5pm on 9th October 2017**. Please note that we only accept CVs which are accompanied by a supporting statement addressing all areas of the person specification, which need to be emailed to cpenny@bvsc.co.uk or posted.

If you are successful in being shortlisted, we will inform you by 11th October 2017. Interviews are likely to take place on **16th and/or 20th October 2017**. If you have not heard from us by 5pm on 12th October 2017 please assume you have not been shortlisted on this occasion.

If you would like to discuss the post further or have any queries, please contact Carol Penny on 01322 315 399 or cpenny@bvsc.co.uk

Yours sincerely,

Carol Penny

Operations Manager



INVESTOR IN PEOPLE

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