

## Recruitment Information

**Engagement Officer £26,500 FTE (+3% pension contribution)  
fixed term contract 31<sup>st</sup> March 2019.**

### Background

Public Voice a community interest company which delivers a number of projects in Haringey and other London boroughs. Our largest contract is to deliver the statutory Healthwatch service in Haringey to July 2019 / 2020. We are also a partner in a consortium which has successfully bid to deliver the Information, Advice and Guidance service in Haringey from April 2016 to March 2019 with an option to extend for a further year.

Our mission is to “improve services through user engagement” and this is a theme underpinning all our projects and programmes. This post will be part of our engagement team which, as our mission suggests, plays a key role in all our work. Our engagement takes a number of forms including outreach into the community, surveys of service users and carers and smaller scale focus groups and workshops. The focus of this post will initially be community outreach and engagement for Healthwatch but with scope to be involved in other Public Voice projects. More information about us is available in:

[www.publicvoice.london](http://www.publicvoice.london)

[www.healthwatchharingey.org.uk](http://www.healthwatchharingey.org.uk)

### Application and selection

To apply, you are asked to provide a copy of your CV together with a personal statement of 2-3 sides of A4 detailing why you are applying and how you meet the job description / person specification criteria.

You are also asked to supply two referees, one of who should be a recent or current employer or someone who has known you in a professional capacity.

All applications will be reviewed against the job description / person specification and it is therefore important to address these in the supporting statement.

Applications, with a copy of the monitoring form can be submitted via email to [info@publicvoice.london](mailto:info@publicvoice.london) or by post to: Freepost RTXY-BSRB-RCSS, Public Voice, Tottenham Town Hall, Town Hall Approach Road, London, N15 4RX.

If you require the recruitment pack in an alternative format or for any other enquiries please call the office on 020 3196 1900.

The deadline for all applications is 5.00pm on **Monday 30<sup>th</sup> April 2018**.