



SERVICE CENTRE ADVISOR X 4

The following items are enclosed in the pack:

1. This Cover Letter
2. Person Specification
3. Job Description
4. Newlon Gold Way of Working
5. Summary of Terms & Conditions of Service

The closing date for applications is **23:59 on Tuesday 7 June 2022**

You can complete the form online, by clicking the 'apply' button on the vacancy page.

Shortlisted applicants will be required to complete an assessment online, and if successful, will be invited for interview.

Online Assessment Dates: Thursday 16, Friday 17 & Monday 20 June 2022

Interview Dates (office based): Monday 27 & Tuesday 28 June 2022. The interview will also include a short telephone test

As our jobs usually generate a lot of interest, we are only able to contact successful applicants. If you do not hear from us within three weeks of the closing date, please assume you have been unsuccessful on this occasion. We do however encourage you to apply for future roles at Newlon Housing Trust, should you wish to.