

August 2019

Dear Enquirer

Thank you for contacting us about our vacancy for the post of  
**HeadsUp Project Coordinator.**

The application pack consists of:

- Application form
- Job Description & Person Specification
- Background Summary
- Mind in Harrow Strategy 2014-20
- Supporting Statement guidance
- Equality & Diversity Statement
- Equalities monitoring form

Please complete the application form **including the Supporting Statement**, referring to the criteria in the person specification section, which follows the job description. CVs will not be accepted. Please email your completed application to [info@mindinharrow.org.uk](mailto:info@mindinharrow.org.uk).

We would be grateful if you could return the Equalities monitoring form with your application; it will be removed and kept separate before shortlisting.

The deadline for returning your completed application form is  
**Closing date:** Tuesday, 3<sup>rd</sup> September at midnight  
**Interviews:** 1<sup>st</sup> stage Friday, 13th September

Thank you for your interest in this post.

Yours faithfully

Mark Gillham  
**Chief Executive**

Mind in Harrow relies on donations to continue its work. Please help if you can. Contact 020 8426 0929 to make a donation.

*Working towards equal opportunities*

Chief Executive  
Mark Gillham

Mind in Harrow Limited  
by Guarantee  
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Registered Charity  
Number 1067480

Registered Office:  
First Floor, 132-134  
College Road  
Harrow HA1 1LJ