



**BROXBOURNE
BIG LOCAL**



Community Alliance
BROXBOURNE & EAST HERTS

Broxbourne Big Local Facilities, Events & Customer Services Coordinator

Guidance Notes for Applicants

The application form is designed to enable candidates to be assessed for shortlisting purposes and to help monitor the implementation of our Equal Opportunities Policy. The following notes are designed to help you in the completion of the application form and in obtaining employment with Community Alliance Broxbourne and East Herts.

General Points

The form should be typed for emailing and copying purposes.

1. Please complete all sections including the Monitoring Information (PART 8). This information is necessary to assess the effectiveness of our Equal Opportunities Policy and will **not** be used for selection purposes.
2. Please return this application by email to recruitment@communityalliancebeh.org.uk Applications may only be submitted by email and confirmation of receipt will be sent to you. If you experience difficulties or are unable to send by email please call 0300 123 1034.
3. Take note of the closing date of **Thursday, 22nd October 2026** and make certain your application form is emailed so that it arrives by **12:00 noon** of that date.
4. If you are shortlisted, the interview date for this position will be **Friday, 6th November 2026**. In exceptional and genuine circumstances (e.g. pre-booked holidays) we may have the discretion to rearrange interviews in individual cases. Candidates who withdraw or fail to attend their interview without prior agreement will not be considered.