



*helping older people make informed choices
about their housing, support and care*

May 2008

Dear Applicant,

Re Project Manager – FirstStop Care Advice

Thank you for interest in this post. On behalf of our project partners Counsel and Care, Help the Aged and NHFA, I have pleasure in attaching / enclosing our application pack which includes the following documents:

- This introductory letter
- Job description
- Person specification
- Application form
- Selection criteria information sheet
- EAC Report & Financial Statements 2006
- EAC Equal Opportunities Policy
- First Stop Care Advice Service, summary business plan
- First Stop Care Advice Service, full business plan

As you will see from the pack, EAC is fundholder for a grant from the Big Lottery Fund which provides the major part of the launch funding for FirstStop Care Advice, and will therefore employ the Project Manager. S/he will however be responsible to a Project Management Group comprising Chief Executives of all four partners.

FirstStop Care Advice will launch quietly in a few weeks time, with promotion increasing gradually after systems and procedures are tested, and leading to a high profile launch in the Autumn. Much detailed preparatory work has been done by the partners and will continue pending the appointment of the Project Manager. Post-appointment, ongoing project management will continue to be necessary, but other functions will rapidly assume importance also – notably service development and promotion, recruitment and management of new staff, fundraising, and ultimately strategic management and leadership of the service. We hope through this recruitment to appoint someone willing and able to adapt to these changing requirements and, during 2009, become Chief Officer of FirstStop Care Advice.

You will see from the budget presented in our summary business plan that much of the income required to roll out the service nationally has yet to be raised. The partners continue to work on this, and there are encouraging indications that further sponsorship, and perhaps statutory funding, will be offered during the coming months. As the appointed Project Manager takes on the Chief Officer role, we envisage that he or she will assume responsibility for leading on income generation.

ELDERLY ACCOMMODATION COUNSEL (Charity No. 292552)

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Websites: www.housingcare.org & www.eac.org.uk



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If you are not already familiar with EAC and its First Stop partners, I hope you will take a look at our respective websites to find out more about us:

<http://www.counselandcare.org.uk/>

<http://www.housingcare.org/> (EAC)

<http://www.helptheaged.org.uk/>

<http://www.nhfa.co.uk/>

The main points to note about employment with EAC are as follows:

- Pensions
EAC is a member of a Friends Provident contributory stakeholder pension scheme with employer's contribution matching employee's up to 5% of salary.
- Accessibility
Our offices at 89 Albert Embankment are fully accessible.
- References
Appointment to the post is subject to satisfactory references being obtained.
- Probationary period
The successful candidate will be appointed subject to the satisfactory completion of a six month probationary period.
- Annual Leave
We offer 25 days paid leave.

If you have questions about First Stop generally, or the Project Manager position, that are not answered in our application pack or websites, please feel welcome to email or telephone me.

The closing date for submission of your completed application form is 5.00pm on Tuesday 20th May, and you are encouraged to do this electronically.

Interviews will be held on 30th May 2008 and will include a short presentation. If you are short listed we will let you know the topic for the presentation when you are invited to the interview.

Yours sincerely,

John Galvin
Chief Executive

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