



BACKGROUND AND INTRODUCTION

Firstly, thank you for your expression of interest. This is an exciting opportunity that we hope you will seize.

Marsh Farm Futures (MFF)

Marsh Farm Futures is an independent enterprise based in Marsh Farm, Luton.

Marsh Farm Futures Vision is “to improve the well-being and quality of life for those who live and work in Marsh Farm by working with partners to inspire and empower the community through sustainable opportunities.” Marsh Farm Futures aims to achieve this vision through a number of strategic objectives. These include developing a programme of support for young people, improving educational standards and fostering the development of a healthy and safe community. In addition, Marsh Farm Futures wants to play its part in developing a vibrant local economy.

Futures House

Futures House is a bespoke low operating cost building, with a gross internal area of 65,000 square feet. As a vibrant, sustainable, and innovatively designed community ‘hub’, Futures House provides enhanced local public services, including police and community care services, as well as providing three community halls, a café, nursery and a commercial play park.

Futures House includes a number of key anchor tenancies:

- Bedfordshire Police – who operate a Community Policing unit at ground floor level.

- Heywood House - A Day care centre offering health, social care and educational Programmes.

In addition to the above, space is also provided within Futures House to support the growth of small and medium sized enterprises and community-based businesses.

Luton is situated in the county of Bedfordshire in the midst of the north Chiltern Hills, a designated area of outstanding natural beauty and is ideally placed between Oxford, Cambridge, London and Birmingham at the centre of the UK’s transport network.

Luton is the largest town in Bedfordshire and lies just 50km north of London, so the capital is only a 30-minute train journey away. Surrounded by the beautiful north Chiltern Hills, it has excellent transport links to the rest of the UK and Europe. London Luton Airport is currently the UK's seventh largest airport.

Luton is not just one of the UK's largest towns, but also one of its most diverse. In all, over 140 different nationalities make up this vibrant, multicultural society.

THE APPLICATION PROCEDURE

Please read the following guidelines carefully before completion of your application.

Completion of the Application Form

Your application form will be the key to deciding whether you will be called to interview, therefore, please take your time and complete it as fully and accurately as possible. The following notes are designed to be of assistance to you in completing the form.

- Complete all sections of the form, in full.
- Please use black ink or type, as this will assist photocopying.
- Print your name and address in block capitals.
- Inform us on the equal opportunities monitoring form of any special requirements you have for interview or subsequent employment.

Application forms and Curriculum Vitae (CVs)

To apply for a post at MFF, you must complete the application form provided. **Please inform us on your application form if you have any health or special needs that need to be taken into consideration for the job role.**

CVs are **not** accepted as a substitute. If an application is made through a CV, it will **not** be put forward for shortlisting.

References

Nominate two referees in the appropriate sections who will be able to comment on your suitability for the post, one of these should include your current or most recent employer.

Job Specification

We strongly recommend that you thoroughly read the job description attached to this pack as it will highlight all the essential and desirable criteria set for this post. Through the shortlisting stage, the criterion will be used to decide which candidates are suitable for interview.

Ensure that you use the Personal Statement section in the application form to **adequately match your skills and experience against the criteria**. Demonstrate how you can meet each of the criteria identified on the person specification, relating your skills and experience to those required. You should do this by describing/explaining the things that you have done or achieved with **relevant headings**. These may include experience gained through employment, your personal interests or education.

Remember, the shortlisting panel will be looking at how you best match the essential and desirable criteria so if you do not tell us we will not know. We are unable to make assumptions about you or your abilities.

Should you have any queries relating to the job or person specification please contact MFF on 01582 512555.

Acknowledgement of your Application

Due to the high levels of applications MFF receives, we are unable to acknowledge receipt of your application.

The Closing Date

You must ensure that your application reaches MFF by the closing date as late applications are not normally accepted.

Your application will be treated in the strictest confidence.

Interview Selection

Successful candidates selected for interview will be confirmed by telephone or letter. Unfortunately, due to the rising costs of recruitment and our wish to direct our funds towards the provision of high-quality services, we are unable to write to unsuccessful candidates.

If you have not heard from us within 4 weeks after the post/s closing, it is unlikely that your application has been successful on this occasion. Please do not let this deter you from applying for any future vacancies at *Marsh Farm Futures*.

Unfortunately, we are unable to provide candidates with feedback from their application form if they have not been shortlisted.

Selection Procedure

Selection criteria for interviews are based on merit only and may include one or more of the following interview selection processes:

- Application Form
- Panel Interview
- Written Exercise
- Presentation Exercise

If you are expected to embark upon an exercise or presentation as part of the selection process you will be notified of this in your interview letter.

All the information obtained during the selection procedure will be assessed and used in the final decision-making process.

Disclosure and Barring Service (DBS) Check

Please note that some posts may require a DBS disclosure check. In these cases, candidates will be informed at the interview. Receipt of a satisfactory check would be a condition of appointment.