

The Harbour  
30 Frogmore St  
Bristol  
BS1 5NA

Jan/Feb 2012

Dear applicant

**Ref: The Harbour, Chief Executive Vacancy**

Thank you for your interest in the post of Chief Executive at The Harbour. Please find attached a job description and person specification for the role, and also a copy of our latest annual report. The role will be based at The Harbour's offices at Frogmore St in central Bristol. Hours are circa 28 per week, to be agreed with the Trustees, and the salary will be circa £32k pro rata. To find out more about the work of The Harbour please visit our website [www.the-harbour.co.uk](http://www.the-harbour.co.uk), and/or you are very welcome to look at our annual accounts on the Charity Commission website.

To apply for this role please submit your CV with full employment history, and a detailed covering letter, showing how your skills and experience meet the requirements in the Person Specification. Please email your application to [caroline@the-harbour.co.uk](mailto:caroline@the-harbour.co.uk). The closing date is midday on Tues 28<sup>th</sup> February 2012.

Interviews will be held in Bristol on Tuesday 20<sup>th</sup> March. If you are invited for interview you will be required to give a short presentation about how you would take The Harbour forward and what you consider to be the organisation's key challenges, at the present time.

If you wish to discuss the post prior to submitting your application, please contact Caroline Hukins, the current Chief Executive, on 0117 925 9348 (please note normal working days are Tues/ Wed/ Thurs).

Yours sincerely

The Trustee Board

The Harbour