



Frontline Partnership Montbazon Court Cleves Avenue Brentwood Essex CM14 4WB  
Telephone Number 01277 218902/233889  
[enquires@frontlinepartnership.org](mailto:enquires@frontlinepartnership.org)

## **JOB ADVERTISEMENT**

### **Personal Assistant to the Chief Operations Officer**

**£10.50 per hour**  
**10 hours per week**  
**Initial 6 month contract**

*Frontline supports people with a learning disability and high support needs to live a full and productive life through their inclusion, participation and contribution with the Brentwood community*

We are seeking a flexible, positive thinking person to provide support to the Chief Operations Officer

Car owner/driver preferred  
Compulsory DBS will be carried out

For further details, please contact Jackie Preston on 01277 218902  
[jackie@frontlinepartnership.org](mailto:jackie@frontlinepartnership.org)

Closing date for applications 7<sup>th</sup> May 2018

**Frontline works in partnership with Sawyers Church and other organisations with the same ethos**

*Frontline enables and supports people with a learning disability and high support needs to live full and productive lives through their active inclusion, participation and contribution, mainly within the Brentwood community*

Company No. 4503616 Reg Charity 1099813