



St Werburghs Community Association is recruiting for

Centre Director (maternity cover 12 months)

30 hours per week; salary between £30,785 (SCP 35) and £33,437 (SCP 38) pro rata, depending on experience

Main purpose of the job:

- To manage and develop the St Werburghs Centre in a sustainable and effective way, that will engage with the local community.
- To maintain the Centre's standing in the community, and with key stakeholders including funders and commissioners, members, staff and volunteers.

The successful candidate must have experience in Human Resources, Governance, Building Maintenance and Operations of Facilities, Fundraising and Delivery of Grant Funded Services and undertaking Business Plan actions.

Closing date: 22nd October 2017
Interviews: w/c 6th November 2017
Start date: 4th December 2017
AGM: 7th December 2017, 7 pm

To apply please e-mail: Alison Saunders, Finance & HR Coordinator,
for an Application Pack alison@stwerburghs.org.uk

The application pack is also available to download from our website www.stwerburghs.org.uk
Please note: we do not accept CVs.

For more information or to arrange an informal conversation please contact the current post holder Goska Ong on director@stwerburghs.org.uk