



Contact

People Who Care

CONTACT - Selsdon Churches Neighbourhood Care
Reg. Charity 1124346

MANAGER

CONTACT is a thriving charity based in Selsdon Community Centre, providing practical help, advice, support and information to people of all ages in the Selsdon area.

We are seeking a Manager to

- take responsibility for client care, activity and quality,
- recruit, supervise and co-ordinate the team of volunteers,
- ensure the smooth running of the office,
- develop strategy and fundraising,
- maintain and develop all necessary external links.

The initial contract will be for a period of six months with the possibility of extending to a permanent position.

The hours are 20 spread over four days per week. The salary will be in the region of £15.00 per hour depending on previous relevant experience.

An application pack is available from the Contact office on the lower ground floor at Sainsbury's, Selsdon or by e-mail at info@selsdoncontact.org.uk

The closing date for applications is Friday 4th September 2020