**Cheetham Hill Advice Centre (CHAC)**

**Established by the community in 1977, CHAC is a busy neighbourhood advice centre in Manchester providing face-to-face legal advice and support to residents**

We are recruiting to a new post of **Advice and Volunteer Manager** to join our Centre Manager in taking our service forward. We are looking for someone to manage and develop our advice service and volunteer programme, who embodies our values and beliefs – someone who believes in social justice, is able to empathise and connect with people, and who works in a genuinely collaborative way.

**Advice & Volunteer Manager**

Full-time (35 hours pw)

**Salary:** NJC SO2 (SCP 28-30), £28,485-£30,153

This is a permanent post, subject to funding.

**How to Apply**

Please complete the application form referring to the job description and person specification, which set out the key duties of the role and the key skills, knowledge and experience which you will need to demonstrate in your application. Please ensure you address all the points on the person specification. CVs are not accepted.

The closing date for applications is **12 noon, Thursday 5th July 2018.** Applications received after this time cannot be considered.

Interviews are planned for **Wednesday 18 July, 2018.**

**Please email your completed application to Karin Stamp, Finance & Administration Worker at:** [**karin@cheethamadvice.org.uk**](mailto:karin@cheethamadvice.org.uk)

Please email [Karin@cheethamadvice.org.uk](mailto:Karin@cheethamadvice.org.uk) if you wish to request an informal discussion about the post.

**You will be contacted by email or telephone to confirm whether you have been shortlisted for an interview so please ensure you supply these details.**

***Checks regarding your ability to work in the UK will be undertaken before any job offer is made. All job offers are made subject to the receipt of suitable references.***