

## Centre Coordinator - OXFORD

We are a registered charity working to empower & improve the quality of life for deaf and hard of hearing people in the communities of Herefordshire, Worcestershire & Oxfordshire.



Your role would be to promote the deaf centre and services we provide to ensure it is being run to full capacity, you will support the caretaker with his duties, look after room hirers/bookings and tenants. You will deal with enquires from a variety of formats. You will keep the centre keep up to date with policies and procedures and undertake general reception tasks.

You will be expected to work independently but also in a supportive capacity with other members of the team. You must be flexible in your approach and committed to playing a role in the ongoing development of the centre.

Salary: £16,941 pro rata per annum

Hours of work: 9.30 – 3.30 Monday – Thursday (22 hrs)

Some evening and weekend work is required.

(There is a certain amount of flexibility for days and hours worked)

We are a well-established company committed to providing a high quality, professional service. We have a structured induction process allowing you to meet other staff & learn about their roles. You will benefit from the established policies, procedures and training that are in place to support, protect and develop all staff members. This position provides you with a guaranteed income along with 23 days paid holiday plus bank holidays.

The best thing about us, though, is the other staff so if you want to work as part of a friendly, enthusiastic, supportive staff team, who are looking forward to welcoming new members, then call Amanda on **01905 746301** for an informal chat or application pack, alternatively send an email to [oxford@deafdirect.org.uk](mailto:oxford@deafdirect.org.uk).

Closing date for applications: 5pm Friday 5<sup>th</sup> June 2009

Interview date: TBC

A CRB Disclosure will be requested in the event of being offered the position



INVESTOR IN PEOPLE