

##### Centre Manager

##### Terms and Conditions

###### Contract: This role is permanent. There will be a 3 month probationary period.

**Location:** The role is based in our office in Chester city centre, with occasional travel within the West Cheshire region. Flexible and some home-working is desirable, as needed through mutual arrangement.

###### Salary: £35,520 – £39,522 Payscale pt 25 - 29, pro-rata, as shown in the job description. Any review of salary levels is at the discretion of Trustees.

**Hours of work:** 37 hours per week, to be worked as needed, through mutual arrangement, through the week. Reduced hours may be negotiable. This post requires occasional evening and weekend work.

**Annual Leave:** Full-time annual leave entitlement for this role is 25 days per annum. Additionally, 8 Bank Holidays are granted each year. Total 224 hrs. Pro rata entitlements are applicable for those working part time hours.

**Notice to terminate:** This appointment is subject to two months’ notice either side or

the statutory minimum, whichever is the greater.

**Asylum and Immigration Act:** Successful applicants will be asked to confirm, in

advance of taking up the appointment, that they are eligible to work in the

United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their NI number or provide copies of Tax Forms P45 or P60, or other evidence of entitlement to work.

**DBS:** This post requires the post holder to be subject to an enhanced DBS check and this will be completed before commencement of duties

###### Application and Interview process

To arrange an informal discussion about the role please contact Alison Breadon (Centre Manager) on alison@csass.org.uk or via 01244 307 499.

Completed applications should be returned **by email only** to: info@csass.org.uk

We will shortlist by checking evidence of the suitability of candidates against firstly, the essential criteria and secondly, the desirable criteria in the person specification.

**Interviews**

We intend to hold interviews on Wed 1st and Thurs 2nd May, in Chester city centre. Applicants successful at the shortlisting stage will be contacted by email.

**Please note that the closing date is 9.00 am Wednesday 24th April.**

We’d love feedback on our recruitment, whether you choose to apply or not: <https://forms.office.com/r/fNru3sYZ8h>