



Vacancy for Resource Centre Manager

Bridge Builders Christian Trust is a local charity working throughout Stevenage and surrounding areas in partnership with parents, teachers, church leaders and many committed volunteers to provide real and relevant opportunities for children to explore the Christian faith.

We are looking to appoint a Resource Centre Manager. The work of the Resource Centre Manager includes: supervising and organising the office base of Bridge Builders, the 'Resource Centre'; overseeing the production of resources for the Christmas and Easter Journeys; the HR function; health and safety; purchasing; supporting and assisting the oversight of the projects of Bridge Builders (Assemblies, Lessons and the Easter and Christmas Journey); arranging training events; keeping policies up to date, and preparing the Annual Report each year.

This role requires many varied skills, including managing employees and volunteers, the ability to plan, flexibility, interpersonal strengths in dealing with people both inside and outside Bridge Builders (including suppliers, clients, donors, sponsors, local ministers and teachers), ability to work under pressure, ability to handle much data and paperwork, and lots of imagination.

The role is based at the Resource Centre in Stevenage, project work is undertaken in Stevenage and the surrounding areas.

This is a term time contract (38 weeks per annum), 11 hours per week (9 am – 3 pm, Tuesday and Thursday), salary £5,016 per annum.

Bridge Builders Christian Trust is established on Christian principles and is an equal opportunities employer. The successful applicant must understand and accept the aims and values of the organisation.

For an application form and job specification please go to the vacancy page on our web site. Please submit your application form to Peter Gordon, Honorary Director, at the postal address or email address below.

Closing date for applications is Tuesday 18th December 2018 and interviews will take place week commencing Monday 14th January 2019.

Bridge Builders Christian Trust
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