

# We Are Recruiting: Operations Manager

**Salary:** £24,167 FTE including outer London fringe weighting

**Location:** Hybrid working involving working from home with travel to locations around East Herts

**Hours:** 15 hours per week ideally worked over 3 or 4 days

**Contract:** Fixed term for 12 months, with an extension subject to funding

**Application deadline:** 26 August 2021

**Interviews:** 6 September 2021

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We are looking for a can-do team player to help us implement our new advice strategy and facilitate logistics.

We are in the process of moving our services into the heart of the East Herts Community so we can be more visible and help more people. Going forward, our paid staff and volunteers will work in a hybrid way, working from home or from our new volunteer hubs. We also have a programme of community engagement where we have short term presence across the district in the form of pop up shops, freephones, promotional stalls at community events etc.

This role is key to helping ensure that the physical spaces work well and that our staff and volunteers have everything they need to work safely and efficiently.

We are looking for someone with a hands-on attitude, who is extremely organised and has good ICT and administration skills. They will also need the ability to work independently and alongside others and need to be comfortable with technology and risk / premises management. This role will involve travel around East Herts so owning a car is a distinct advantage.

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic people, as they are currently under represented in our workforce.

To apply please submit a CV and covering letter to [hr@citizensadviceeastherts.org.uk](mailto:hr@citizensadviceeastherts.org.uk) outlining your suitability for the role by Thursday 26 August 2021. Interviews are scheduled to take place Monday 6 September 2021.

**Please see our [website](#) for more information on what we do and how to apply.**

**For an informal chat please contact Monica Stoker by emailing [stokerm@citizensadviceeastherts.org.uk](mailto:stokerm@citizensadviceeastherts.org.uk) or calling 01279 755557**