

JOB ADVERTISEMENT

Advocacy Administration Manager

Closing Date: 1st March 2010

22.5 hours per week. (Job Share)

Salary £11,527.00p per annum

Citizens Rights for Older People (CROP) is a long established Kent based charity providing a free domiciliary advocacy service for older people throughout the county. We are seeking to fill this post in advance of the retirement of the present incumbent.

The principal functions of the post are to recruit, train and manage a team of volunteer advocates. Also to liaise with funders and related voluntary organisations and to be jointly responsible for budgeting and managing the office operations in tandem with the present district manager. Previous experience of managing volunteers would be helpful but not vital.

The organisation is considering a move from the present office location to an area convenient to both Maidstone and Ashford in the near future; therefore candidates should be willing to work within the Maidstone/Ashford area.

For further information and an application form please contact:

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