

Community Development Trust advertise new job posts

With the Trust's new community facilities ready for occupation from January 2006, the Board has agreed to proceed with the recruitment of the two planned new posts. Whilst promoting both positions through our own networks, we have also advertised the Director position nationally and the Administrator post through the local newspapers.

If you know of anybody with the right skills who might be interested in either of these positions, please encourage them to apply (postal applications only). The closing date for receipt of completed applications is 30 September 2005, and we will let you know who has been appointed via our next In-Touch.

Claire Winterflood, Editor

Trust Director

Salary: Circa £34,000 plus pension

Do you know what it takes to create a sustainable community? Are you able to work with residents and businesses, identify opportunities and build effective partnerships, manage a viable and growing social enterprise, and enable the development of a range of projects for community benefit? If so, you are the kind of person we are looking for.

We are seeking our first Director with vision, promotional and entrepreneurial skills to build and develop this new Trust in partnership with the Board, Genesis Housing Group, and Ealing and Hillingdon Councils. You will have experience of community development, related funding opportunities and financial management, and the setting up and successful delivery of area based projects. We are seeking a leader with ideas, energy, communication skills, and the ability to formulate and drive forward practical initiatives that make a difference.

Trust Administrator

Salary: £20,000 plus pension

You will be an experienced administrator with excellent organisational skills, proficient in the use of IT and related office software, and enjoy working with people. Providing a reception service for the brand new community facility at the heart of the Grand Union Village, you will be responsible for bookings, financial records, and all the Trust's administration.

Please write for information packs and application forms, enclosing an A4 S.A.E (47p) and stating which position you are interested in, to:

Community Development Trust, Grand Union Village, Broadmead Road, Northolt UB5 6RJ

Closing date for completed applications is 30th September, 2005

www.bryant.co.uk/grandunionvillage

