



WOULD YOU LIKE TO WORK FOR SOFT UK?

PROJECT MANAGER FOR SOFT UK

SOFT UK employs a single paid post, our Charity Administrator who is sadly leaving for pastures new. We have taken the opportunity to review the role in light of the increasing development of SOFT UK. We are now seeking an enthusiastic individual with good organisational and project management skills and experience to take on the role of Project Manager.

Working with a small team of committed and passionate volunteers and Trustees, you would be helping to ensure the objectives of our charity are successfully achieved. Successfully project managing our priority objectives agreed by the Trustees and in support of families affected by Trisomy 13 & 18. The right applicant will find room to develop the role and become involved in the development of the organisation overall.

Reporting to the Board of Trustees, you will support the Board and network of volunteers. Responsibilities will include delivery of projects, website development and management, supporting our fundraising function and managing the charities duties and responsibilities with the Charity Commission and OSCR.

You will have good IT skills, a good understanding or previous experience in the charitable or voluntary sector and ideally previously demonstrated project management skills.

The role is offered on a part time basis (16 hours per week) and would suit someone who is looking for flexibility. You would be working from home, with the necessary IT equipment provided and hours can be worked flexibly over the week. Infrequent travel is required to attend Trustee meetings and SOFT events, which are generally held at weekends.

The salary offered is £10k pa for a 16 hour post, plus travel expenses in line with SOFT's organisational policy and paid annual leave entitlement.

If you are interested in knowing more, please contact Jan Fowler, Chair of SOFT UK on jan.fowler@soft.org.uk to arrange a telephone discussion or to request an application form. You will be asked to provide 2 work references.

Closing date is 28th February 2018. Date for interview will be advised upon application.