



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

Job Vacancies

The Healthy Living Centre CIC is a Social Enterprise working in Buckinghamshire. We are currently undergoing an exciting new development and are increasing our staff numbers to enable us to provide more services to our community. We have the following vacancy:

COMMUNITY DEVELOPMENT ADMINISTRATOR

15 hours per week

Expected flexible working pattern required during business hours.

Fixed Term Contract: 3 months

Salary: £16,000 per annum pro-rata

The Administrator will provide support in order to ensure the efficient running of the Community Development Team within The Health Living Centre CIC (HLC). This will involve filing, electronic data-entry, room bookings and general administrative support for the Team.

All posts require enhanced disclosure from the Criminal Records Bureau (DBS).

To apply for this post, please submit your CV to info@healthylivingcentre.com or leave a copy of your CV with HLC reception staff.

For more information about this post, please call Niknam Hussain, Consultant Director on 01296 334562

Closing date for this post is 31st December 2017