



Job Vacancy Centre Manager at The Fairfield Centre, Aldeburgh

The Fairfield Centre in Aldeburgh has been the community hub for many years, supplying a venue for many local groups and associations.

An exciting position has become available for the post as centre manager.

This role would give great job satisfaction for the right candidate.

Do you have good organisation skills and self-motivation to take on this role?

And of course a good sense of humour!

Come and join the team to keep the continued work already being done and develop future potential within this vital part of the Aldeburgh Community.

The job entails:

- The day to day running of the centre, including upkeep and management of service provision.
- Managing bookings and liaising with clients on a daily basis.
- Working alongside the Centre Committee and Aldeburgh Church Parochial Council in the running of the centre.
- Establishing good relationships within the town and the local community.
- Advertising the centre and its activities.

The post is initially for 10 hours a week at a rate £12 per hour. This is to be reviewed after 6 months. We would ideally like somebody ready to start work as soon as possible.

For more information, please see www.aldeburghparishchurch.org.uk or email admin@aldeburghparishchurch.org.uk .

To apply, please send a CV and covering letter to admin@aldeburghparishchurch.org.uk .

Deadline for applications: 22nd September 2023

Interviews: 28th September 2023

We look forward to hearing from you!