



General Manager

15 hours per week – £15 per hour
extra hours may be available as relief cover

Audlem and District Community Action (ADCA) is a small well-established local charity company providing a range of support services to older people and their carers in the Audlem area of Cheshire.

We are in search of a talented and proactive individual to take up a varied and interesting role as General Manger and lead, supervise and manage ADCA's operational activities, under the direction of the Board of Trustees.

We are looking for strong managerial, administrative and IT skills and the ability to work independently and as part of a team. The General Manager supervises and collaborates with the staff who directly run ADCA's clubs and services, and ensures that back office operations run smoothly.

You will be joining an enthusiastic and experienced team of staff and volunteers.

Hours can be worked over 2 or 3 mornings per week, by arrangement.

Appointment is subject to **Enhanced DBS clearance** (*which discloses all convictions and cautions whether spent and unspent*), and a probationary period.

For an informal discussion about the post, please contact Sue Hodgkins on 07814 816457.

For more information, a full job description, and an application form, please see our website at

<https://adca.audlem.org/>

Application packs can also be requested by phone – **07984 785907**
(please give your full name, postal address and phone number)
or by email – **admin@adca.org.uk**

or may be collected between 9am and 12 noon on a Wednesday or Friday
from the ADCA office in Audlem Public Hall Annexe,
12 Cheshire Street, Audlem, Crewe CW3 0AH

Closing date: **Friday 6 September - 5pm**

Interviews: **from 16 September 2024**