



Assistant/Deputy Manager Windsor Homeless Project

Use your skills & experience to make a difference to the most vulnerable

About us:

We are **Alma Beacon** (the operating name for Windsor Christian Action-Charity no. 11543080), a forward-thinking charity empowering disadvantaged and vulnerable people in the Windsor area to achieve better goals and outcomes. Three Projects sit within our Charity:- Windsor Homeless Project, Windsor Street Angels, and Windsor Foodshare. We are made up of 10 Trustees, 5 employees and over 150 volunteers. Our Charity's purpose is to make an impact that matters for our "clients" who are often the most vulnerable people in society. People are at the heart of what we do.

The Opportunity

An exciting opportunity has arisen for an **assistant/deputy** to the **Windsor Homeless Project** Manager on key activities that are intrinsic to its smooth running. There are a broad range of activities that will draw on your administrative and process expertise gained from experience in similar roles either in the charitable, public service or business sectors. You will be involved in the heart of what we do and you will understand the breadth and depth of the support we provide to our "clients", and how the other aspects of the Alma Beacon charity fit into this.

Working Hours & Conditions:

Hours: Circa 30 hours per week

Remuneration: Competitive package

Place of Work: Alma Beacon, Windsor and local outreach (some home working by mutual agreement)

Line Manager: Windsor Homeless Project Manager

The requirements

- Experience in working with vulnerable people who have challenges with eg homelessness, addictions, mental health
- Excellent organisational and interpersonal skills
- Creative and calm approach to problem solving
- Ability to be flexible and supportive in a challenging environment

For a copy of the detailed **Job Description** please contact Catherine Allerton on callerton2115@outlook.com

Applications

We are an inclusive organisation and are keen to invite candidates from diverse backgrounds

Please submit your application with CV to Catherine Allerton on callerton2115@outlook.com

by **Friday November 15**

For more information about our charity please go to www.almabeacon.org