**Vacancy – Havering Shopmobility Manager, Romford**

**£22k, Full-time, (job share options may be considered) Permanent Closing date : 26 February.**

We are looking for an enthusiastic and committed manager to lead our team of volunteers and to ensure the delivery and development of our services.

Havering Shopmobility is a small, local charity dedicated to providing people with limited mobility the opportunity to hire equipment so they can use local amenities and services. We also provide equipment on longer term hire and we sell aids and equipment.

The role -

* ensuring the day-to-day delivery of services to our users – our two shops are open and staffed; our equipment is ready; our systems are working.
* managing services - our shops, our people and our resources.
* developing our services – building external relationships; representing and promoting our organisation; pursuing funding opportunities; projects and initiatives.

You will have –

* sound business experience including managing staff, services to the public, resources and finances;
* sensitivity to the needs of people with disabilities;
* excellent communication skills orally and in writing, in English;
* motivational leadership qualities, a problem-solving approach, be flexible and adaptable and a commitment to do whatever it takes to deliver services;
* excellent organisational skills and able to use and develop IT applications.

The package –

Salary of £22k; 25 days leave; 37.5 hours per week flexible working with some Saturday work\*\*.

Based in our office in Romford Town Centre. Permanent contract after a six-month probationary period.

\*\*Although a single full time manager is our preferred option, we may consider job share options. If you wish to apply on this basis, please make this clear in your application.

Applications – Email for an application pack – [**chairman.haveringshopmob@gmail.com**](mailto:chairman.haveringshopmob@gmail.com)

or visit our website **-** [**www.shopmobilityromford.co.uk**](http://www.shopmobilityromford.co.uk)

Closing date – 26 February 2018. Interviews will be held on Monday, 19 March 2018.