



The Circle, 33 Rockingham Lane
Sheffield
S1 4FW

Tel: 0114 253 6703

www.citizensadvicesheffield.org.uk

Head of Resources and Organisational Development

Annual salary £38,380

Citizens Advice Sheffield is one of the country's largest and forward looking Local Citizens Advice with a turnover of £4.6m. We employ 155 paid staff and are supported by 130 volunteers.

We wish to appoint a senior leader with key responsibility for the organisation's resources and infrastructure.

Our ideal candidate will be a dynamic, self-starter with

- A genuine passion in helping to lead an organisation committed to tackling poverty and inequality;
- Significant experience at a senior level in a complex organisation including management of transformation and change;
- A commitment to achieving excellence;
- Proven knowledge and expertise in leading within at least one of the following: finance, people and workforce, ICT, premises or risk management and the transferable skills to apply to the other areas.

We can offer you a supportive culture within a charity setting committed to social justice.

We offer an attractive remuneration package with good terms and conditions of employment including: 35 hour working week; 4% employer's pension scheme contribution; Health Plan with integrated employee assistance programme.

Please go to our website www.citizensadvicesheffield.org.uk to download an application pack. Please note that, for your application to be considered, you must complete an application form (CVs will not be accepted) and send to applications@citizensadvicesheffield.org.uk (Job reference: HROD)

For informal enquiries, please contact our Chief Executive clare.lodder@citizensadvicesheffield.org.uk

Closing date for completed applications is 9am Thursday 4th July 2019

Interviews will be held on Wednesday 17th July 2019



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