



JOB VACANCY

Part-time Development Worker and Administrator

Tenterden Community Hub (TCH) is a local charity formed in 2015 and is seeking a part-time Development Worker and Administrator to help the charity achieve its objectives locally.

TCH helps local people to manage their finances and supports them on family and social issues. We were set up to tackle the injustices of payday lenders and our work has broadened over the years. We have helped a number of local people overcome personal and financial difficulties and we work closely with Tenterden Social Hub and Ashford Citizens Advice Bureau throughout the area.

We have, for the past two years, run a monthly "Community Soup Lunch" with food supplied by 'FareShare (Kent)' a charity that provides surplus food for use in the community which would otherwise be sent to waste.

We now want to spend time building our links with local organisations and extend our reach. The development worker/administrator will be a critical part of our endeavour to build our reputation and extend the charity's influence across the broader community.

This role will suit someone who is well organised, has a 'social conscience', can communicate well face to face, by telephone and through social media. We expect the person will work for about 10 hours per week with the contract initially until the end of 2020 when it will be reviewed. Our base is in Church Road, Tenterden and more can be found at our website www.tenterdencommunityhub.co.uk

The job description and other documents can be obtained by download from our website or calling Julia Bampton on 07913 263815 or Mike Stephens on 07583 539248. Closing date is noon on Friday 13th March 2020.