



The Trustees of local Charity Assist Teignbridge are looking to recruit a Charity Manager to be responsible for the management and development of this well-established charity.

The position is full time, offering an annual salary of £32,654, with an additional allowance for shared on-call to deal with occasional out of hours phone calls. The role will require the successful candidate to register with the Care Quality Commission and ideally you would have a level 5 Diploma in Leadership and Management in Adult Care, or similar, with experience of having worked in a community or care setting.

To apply, please email info@assist-teignbridge.co.uk for an application form, Job Description and Person Spec. We recommend that you contact the Manager of the charity for an informal discussion before submitting your application. Applications to be received no later than **Monday 11th November 2024**, with interview dates to be advised. As part of the interview process, you will be required to do a 5 minute presentation explaining what you would bring to the role of manager and your vision for the charity.

Assist Teignbridge is at the heart of the community, supporting older residents' wellbeing and enabling them to live independently for longer. Its volunteers provide free community support services, such as befriending and benefits checks, and its care staff provide the charged-for services of Assist Caring, Assist Home Help and Assist Nail Trimming service. Personal care, and nail trimming, are regulated services which require the charity to be registered with the CQC. Due to the nature of this role, you will be required to undergo an enhanced Disclosure and Barring Check (DBS).

Assist Teignbridge
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