



Adur Voluntary Action – Where Community Happens

The Old School House, Ham Road, Shoreham – By – Sea, West Sussex BN43 6PA

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Job Description - Chief Officer

Grade: NJC new SCP 23

Salary: £26,999 p.a. pro rata (actual £18,243 p.a.)

Contract: Two years, with continuation dependent upon future funding.

Hours: 25 hours per week

Benefits: 3% employer contribution to pension, Mileage allowance and 22 days holiday plus 8 bank holidays per year.

Base: Old School House, Shoreham-by-Sea. However, you will be expected to work flexibly across the Adur District, and occasionally out of area.

Responsible to: Board of Trustees via the Chair.

Closing date: 15th November 2020

Start date: January 2021

Interviews: Due to Covid-19 interviews will take place online at a time to be arranged with shortlisted applicants.

About Adur / AVA

The Adur district suffers from relative disadvantage compared to its neighbours, having a high number of Lower Super Output Areas (LSOA) identified within the Indices of Multiple Deprivation as being in the bottom 30% of the country.

AVA is a long established, locally based infrastructure organisation providing support to, information for and connectivity between smaller less well resourced, often not too visible, voluntary and community groups in several distinct neighbourhoods.

AVA is in a process of recovery following the recent sudden bereavement of two key members of the staff / trustees. Currently we have a small team of paid workers plus some trustees / key volunteers who can offer a significant level of support around IT, Fundraising and HR functions.