

Post of ASH PROJECT MANAGER

For CIS's Asylum Seeker Housing Project

Salary:	£21,4673 a year (<i>based on £35,779 a year at full time</i>) £28,623 a year if 28 hours a week
Hours of work:	21 hours a week minimum Possibly 28 hours, pending funding discussions
Place of work:	Tontine, 20 (1 st floor) Trongate, Glasgow, G1 5ES or from home by arrangement
Responsible to:	Chief Executive Officer
Responsible for:	Staff in the ASH Project (3 others)
Length of post:	12 months initially, then dependent on funding
Pension Contribution:	5% from employer

Community InfoSource (CIS) is looking for a key person with a passion for working within an organisation led by people seeking asylum and refugees, which works to help people seeking asylum to secure their rights and be empowered to support others. The ASH Project Manager will ensure this well establish and highly respected project continues to achieve it's aims. The person should be committed to a human rights ethos and to CIS's values.

- An interview is guaranteed to anyone with lived experience of the UK asylum system who fulfils the essential criteria of the person specification.
- An interview is guaranteed to anyone with a disability who fulfils the essential criteria of the person specification.

The aim of this post: is to ensure the smooth running and effective operation of the ASH project in providing housing support to asylum seekers, maintaining project sustainability, including fundraising, and further developing CIS's ability to bring positive change on housing for asylum seekers. is to provide support to the Board, to ensure the smooth running of the organisation.

Community InfoSource has secured funding for this post from two funders for 21 hours a week for a minimum of 1 year. Thereafter it is subject to successful fundraising. We are also negotiating an increase of one day a week for this post, for this year.

Phone: 07915 720 741 if you require more information about the post or wish to discuss it

Closing date and time for applications: Monday 5 August 2024 at 9am

Interviews will be held on **Thursday 15 August 2024.**

Job description & application form here: <http://www.infosource.org.uk/jobs.html>

Please send completed applications to: **info@infosource.org.uk** with “Confidential – CIS ASH Project Manager” in the heading.

Send only as a Word or Opensource document (not a PDF).

Completed application forms are required (CVs will not be accepted).