

## Post of CHIEF EXECUTIVE OFFICER

<b>Salary:</b>	£36,000 (pro rata of £45,000 a year full-time)
<b>Hours of work:</b>	28 hours a week
<b>Place of work:</b>	Hybrid: CIS office, currently The Albany Centre, 44 Ashley Street, G3 6DS and at home by arrangement with CIS Board
<b>Responsible to:</b>	CIS Board, with one director as line manager
<b>Length of post:</b>	1 year minimum, then subject to further funding
<b>Pension Contribution:</b>	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, to enable them to secure their rights and put ideas into action. The CEO will support the Board in directing the work of the organisation, building in sustainability and developing a wellbeing culture and quality standards for all involved, assisting with taking forward its strategic vision and plans for the future, while increasing CIS's public profile. 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 provide support to the Board, to ensure the smooth running of the organisation.

Community InfoSource has secured funding for this post from The Tudor Trust for 28 hours a week for a minimum of 1 year. Thereafter it is subject to successful fundraising.

**Phone: 07933 934 412** if you require more information about the post or wish to discuss it

**Closing date and time** for applications: **Monday 25 March 2024 at 12 noon**

Interviews will be held on **Monday 22 April 2024**.

Please send completed applications to: [info@infosource.org.uk](mailto:info@infosource.org.uk) with "Confidential - CIS CEO application" in the heading. Please do not send as a PDF document.

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