

CIS CHIEF EXECUTIVE OFFICER

Responsible To: CIS Board, and one director in particular

Salary: £38,000 a year, 35 hour week

Place of work: CIS office at Albany Centre, 44 Ashley Street, G3 6DS
Working from home during Covid-19 restrictions

Hours of work: Flexible over Monday to Friday 8am to 6pm, time off in lieu for occasional evening or weekend working

Purpose of the post

To support **Community InfoSource's** (CIS) Board in directing the work of the organisation, assisting with taking forward its strategic vision and plans for the future, building in sustainability and developing quality standards for all involved while increasing CIS's public profile.

We are a well respected charity, working since 2006 to support asylum seekers, refugees and others. We particularly focus on access to rights and improving lives.

Building on earlier successes, we now wish to employ a CEO to consolidate the organisation, support its sustainability and to help us use our unique knowledge to make positive change.

Funders believe in us – if you have the knowledge and experience to help us develop further we are looking for **YOU!**

Job Description, Person Specification & application form on this page of our website <https://www.infosource.org.uk/jobs.html>

Closing date for applications: **Monday 16 August 2021 at 12 noon**
Interviews will be the week of 30 August 2021.

CIS has committed to interviewing all applicants with lived experience of the UK asylum and immigration system, if they meet the Essential Person Specification.

Applications by email to: info@infosource.org.uk with "Confidential" in the heading of the email. Application are required (CVs not accepted).

Phone: 07718 896 041 for more information