

# Milton Keynes Money Advice Centre Manager Job Vacancy



Milton Keynes Money Advice is a service that, within an atmosphere of trust and relationship, offers free impartial and confidential advice to all members of the community on aspects of money management in order to give those who use this service confidence in knowing how to understand and manage their affairs regardless of their financial standing.

- This role provides specific day-to-day management support to Milton Keynes Money Advice activities that are part of the social action ministry of The Ridgeway Community Trust.
- Proactive planning to develop the role of MKMA as well as positively reacting to financial management needs in the community.

## Key requirements are:

- The ability to lead and grow a team of volunteers and to develop the services of MKMA in a cost-effective manner
- Strong administrative skills and the ability to ensure processes are followed and paperwork is kept up-to-date and secure
- Good communication skills, including a high standard of written English and an excellent telephone manner
- Familiarity with Office products including Word, Excel and email
- The ability to manage your own time and that of volunteers
- A strong understanding of the values of both the Ridgeway Community Trust and New Life Church and the ability to model them.
- Outstanding personal integrity in handling data of a confidential and sensitive nature.
- The ability and willingness to obtain external grant funding to ensure the future running of MKMA

Full training will be provided.

**Working hours:** This is a part-time role of between 10 to 20 hours per week.

**Salary:** This will be related to skills and experience, and is likely to be in the range of £8.00 per hour. This will be discussed further with interview candidates.

**Start date:** As soon as possible in September

**Closing date:** Applications to be received by 5pm 4 September 2015.

**To apply:** Please send us a covering letter explaining why you are suitable for the role, and providing evidence that you have the key skills required. Please also send us your current CV. A detailed job description is available on request.

Email your application to: [sharon.clark@newlifechurchmiltonkeynes.org](mailto:sharon.clark@newlifechurchmiltonkeynes.org)

Post it to: Sharon Clark, The Ridgeway Centre, Featherstone Road, Wolverton Mill South, MK12 5TH.