



Help us improve the mental health and well-being of our local community in south east Essex

- About us:** We are a small Essex based charity helping the community engage in creative art and craft activities to maintain and improve their mental health and well-being. At the core of our service provision are weekly sessions for children and adults with additional needs, adults with physical, visual and/or mental issues. We also provide creative activities for the community as a whole.
- Job role:** Service Delivery Manager
- Job role summary:** The Art Ministry needs an experienced service delivery manager to help us meet the day to day demands on our charity and to meet the growing demand for what we offer
- Salary:** £17,400 part time, equal to £31,720 full time
- Hours per week:** 22 hours, flexibility is required to be able to attend sessions, events and meetings throughout the day, occasionally including evenings and at weekends but we will work with the job holder to ensure that there is one work free weekday each week. Some home working will be allowed, such as for administrative tasks. We will agree a base working pattern with you.
- Holiday:** 21 days, including bank and public holidays
- Benefits:** 3% employer pension contribution after 3 months
- Contract:** 6 months probationary period, with the role being made permanent dependent on performance.
- Reports to:** Chair of Board of Trustees
- Responsible for:** All employees and volunteers
- Key relationships:** Trustees, volunteers, clients, partners, funders, local community groups, schools, colleges, local councils, landlords and local businesses
- Location:** South east Essex
- Transport:** Own vehicle required, with business use extension on car insurance
- Apply by:** 19th April 2024
- Application pack:** Download www.theartministry.org.uk/Service-Delivery-Manager-Vacancy.docx
The Application Form and Equal Opportunities Monitoring part of this pack are unprotected