



Macmillan Citizens Advice Service Manager

Home based, with travel in Hampshire and Surrey
Salary £41 000 to £43 000 for a full-time post, depending on experience

Citizens Advice Hampshire is looking to appoint an experienced Service Manager for our successful Macmillan Citizens Advice Service. Having successfully run the service across Hampshire for the last 13 years, we are now setting up a service in Surrey. Both services are funded by Macmillan and provide dedicated support for people affected by cancer across Hampshire, including Southampton, Portsmouth and the Isle of Wight, and across Surrey.

You are likely to be an established Senior Manager working strategically, with experience of delivering and managing funded projects/services with a proven track record of success. You will have personal experience of developing new services, and matrix managing teams remotely, delivering KPIs to funder requirements and to deadline. You will have demonstrable strategic focus and the ability to build relationships with a variety of stakeholders and partners at all levels. You will be required to attend and chair meetings in person and remotely for both services. You will be an excellent communicator. Your skills will include statistical analysis and report writing, with a drive to achieve success and growth.

For a job pack with the role description/person specification, please email Admin1@citahants.org. We will ask you to complete a personal statement (two pages on A4) that relates to the person specification, to be sent in with your C.V

The final closing date is **9am on 12th June 2023 with in person interviews on 27th or 28th June**

We reserve the right to close applications ahead of this date