



Chief Officer

Job Title:	Chief Officer
Location:	Tadley office
Contract:	Permanent
Hours:	Up to 37 hours per week
Salary:	£38,296 to £42,503 FTE depending on experience (pay review pending) plus 5% employer's pension contribution
Start date:	ASAP

Citizens Advice Tadley & District is an independent local charity delivering a range of advice services in rural North Hampshire and West Berkshire.

We are looking for a Chief Officer to provide direction and leadership to enable the charity to continue supporting local clients and build strong relationships with partners and funders to ensure the ongoing financial health of the organisation.

Reporting to the Trustee Board, the role will be busy and varied and will require both strategic and operational skills.

You will be able to demonstrate:

- Leadership and people management skills
- Proven strategic planning ability
- Track record of securing grant funding
- Ability to build and develop relationships with partners and stakeholders
- Ability to set and manage budgets

Experience of working within the Citizens Advice service and working with volunteers, particularly in the areas of service delivery and / or supervision of advice work, would be helpful but not essential. Training can be provided.

We are looking for someone who is passionate about delivering a high quality service to meet the needs of the local community.

If you would like an informal conversation about the role, please ring the office on 0118 981 7567. All the application documents can be accessed here: [Chief Officer Job Pack and Application form](#) or please email chair@catadley.org

Closing Date: Thursday 8th June 2023

Interview Date: Week commencing 12th June 2023