Hammersmith United Charities

Administrator; projects and events (job share). £29000 pro rata for 17.5 hours. 18 month initial contract

We are looking for an enthusiastic person with strong organisational and communication skills to join our small team. As we approach our 400th anniversary in 2018, you will be helping to organise and communicate a special programme of events as well as providing day to day administrative support across the organisation. This is a varied role offering opportunities for the right person to develop new and existing skills in a supportive environment.

For further information or to make an application please contact jobs@hamunitedcharities.com with Administrator in the subject line or visit our website www.hamunitedcharities.com

Find the full job pack here: http://hamunitedcharities.org.uk/includes/wp-content/uploads/2017/07/Admin-Job-Pack.pdf

UNITED in Hammersmith and Fulham

Programme Development Manager. £35000 pro rata for 3 days. Initial 12 month contract extendable

We are seeking an energetic and committed person with strong fundraising skills and excellent communication skills to establish an exciting new place based giving programme in the LB of Hammersmith and Fulham. As the Borough's two oldest endowed charities approach their 400th anniversary in 2018, they have come together to set up a new charity to drive locally based philanthropy in the 21st century to ensure that together everyone here creates a place where all residents feel they belong, have access to support and can thrive. This is an exceptional opportunity providing enormous scope for the right person to make a lasting difference in this diverse, vibrant borough.

For further information or to make an application please contact jobs@hamunitedcharities.com with UNITED in the subject line or visit our website www.hamunitedcharities.com

Find the full Job pack here: http://hamunitedcharities.org.uk/includes/wp-content/uploads/2017/07/United-in-Hammersmith-and-Fulham-job-pack.-odt.pdf