

# **Vacancy**

## **Full time Centre Manager**

**Salary: Between £18k to £25k based on experience**

**Flexible hours Monday to Sunday**

**Location: Sindhi Community House 318 Cricklewood Broadway, London NW2 6QD**

### **About our organisation**

The Mission is a well-established registered charity that has operated for over 30 years. Sindhi Community House is located in Cricklewood, London, and is a centre of service run by the Mission to advance Hinduism through regular events such as prayer meetings, the celebration of religious festivals, and marking rites of passage for births, marriages and deaths. We also provide facilities for community events that promote contact between members of the community. We also aim to run activities that prevent and relieve poverty and hardship in India and other parts of the world. The Mission runs its activities from Sindhi Community House – our centre of service based in Cricklewood, London.

### **About the role**

The Mission seeks to appoint a Centre Manager to an interesting and exciting role to oversee the day-to-day running of the Mission and its activities. This will involve liaising with members of the community personally, promoting the Mission's activities through our email newsletter and social media, liaising with the Trustee Board, organising community events, coordinating volunteers and ensuring that the Centre building is a welcoming environment and properly maintained. It will also involve day-to-day administration, including correspondence and maintaining the Mission's database of contacts. There will be opportunities to acquire new skills and to develop new activities in line with the Mission's core objectives.

### **About you**

The role is suitable for an individual with excellent spoken and written communication skills, good IT skills (MS Word, Excel and commonly used email applications), the ability to deal courteously with members of the public, the ability to plan and manage their own time, and use initiative without close supervision. An understanding of Hindu traditions, culture, and Indian languages in particular Sindhi language and some previous experience in comparable roles, will be an advantage.

We welcome applications from all sections of the community.

### **Application Process**

Please send your application to [emailadmin@sindhimandir.org](mailto:emailadmin@sindhimandir.org). This should include (i) an up-to-date CV, (ii) a cover letter that includes a description of your suitability for the role (no more than one page of A4), and (iii) the names and contact details of two referees that you are happy for us to contact to request a reference. We welcome informal enquiries about this post. Please contact us at [emailadmin@sindhimandir.org](mailto:emailadmin@sindhimandir.org).