**Job Title: Information and Voluntary Services Manager**

**Salary: £20,661 - £22,658. (Fixed term to November 2018 with the**

**possibility of an extension subject to funding)**

Northumberland County Blind Association (NCBA), Morpeth.

NCBA is a small friendly charity helping, with the aid of volunteers, blind and partially sighted people throughout Northumberland to live independent lives.

NCBA is embarking on a period of change, growth and promotion and an exciting opportunity has arisen for a passionate and creative high performing individual to join our team.

Working alongside the Organisational Development Manager, you will play a key role managing the Big Lottery Funded Key Communications Project and further developing the Information Services.

As well as having excellent interpersonal skills the successful candidate will have the ability to influence, engage and motivate people at all levels and will need to be enthusiastic, confident, dynamic and able to juggle competing priorities.

Knowledge of the voluntary sector would be advantageous along with a passion for helping visually impaired people.

**Closing Date:** 12:00 noon on the 23rd June 2017

**Interviews:** Friday 7th July

**How to apply:**  Via application form which can be downloaded from our website: [www.ncba.org.uk](http://www.ncba.org.uk/)

Please forward applications to: Sandra Donkin, Organisational Development Manager, NCBA, Reiver House, Staithes Lane, Morpeth. NE61 1TD or email sandra.donkin@ncba.org.uk

Tel: 01670 514316