



Job vacancy

Administration & Development Worker

Oblong is a small charity with a passion for making life better in our community. We run volunteering and mental wellbeing programmes and manage Woodhouse Community Centre. We are looking for a thorough and flexible individual to join our staff team as Administration & Development Worker.

As the Administration & Development Worker you will have a deep understanding and passion for the development and growth of Oblong and our Centre, bringing energy and passion to the role. You are a problem solver whose attention to detail is as strong as your appreciation of the bigger picture. With great communication skills you will be able to interact with a variety of stakeholders whilst continually prioritising centre needs with wider organisational objectives.

As a member of staff at Oblong you will manage your colleagues - who will also manage you. Oblong has a flat management structure.

18 hours, permanent contract
Salary £32,307 full time equivalent, £15,716 pro rata
27 days paid holiday + public holidays pro rata

Closing date 23.59 Wednesday 29th April 2023
Interviews held Thursday 6th April 2023

No recruitment agencies please.

Download application packs from our website, we do not accept CV's
<https://www.woodhousecommunitycentre.com/oblong/jobs>

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