



## ST CUTHBERT'S CENTRE

St Cuthbert's Centre, situated in Earls Court, was founded in 1987 and registered as a charity in 1990. It is an open door drop in centre for all marginalised people in Earls Court and the surrounding areas. We are an independent charity supported mainly by grants and donations from trusts, organisations and individuals.

In June 2017, Food for Soul, a non-profit organisation, together with The Felix Project and the London Evening Standard, transformed our hall, kitchen and food service. Our community kitchen, Refettorio Felix@St Cuthbert's offers delicious three course meals from surplus ingredients that would otherwise be wasted. We also offer many other services and activities within the Centre details of which can be found on the website together with our annual report and accounts [www.stcuthbertscentre.org.uk](http://www.stcuthbertscentre.org.uk)

We are at a pivotal stage in our development as a charity and we see this appointment as a great opportunity for an experienced individual with vision and passion to take the organisation forward with the support of the Board of Trustees. The proposed salary is £35,000 per annum or more for an exceptional candidate.

We strongly recommend that you take the opportunity to visit the Centre to see for yourself the work that we do and to meet our present manager, Stephen Milton and our staff to better understand what the challenges and opportunities are.

### Application process

The Job description for the post can be found on our website: [www.stcuthbertscentre.org.uk](http://www.stcuthbertscentre.org.uk)

The Application pack can be found on our website. You may also submit a CV but you will still be required to complete the application pack in full.

-Please ensure that all applications are Microsoft office compatible.

- Please send all applications by email to [recruitment@stcuthbertscentre.org.uk](mailto:recruitment@stcuthbertscentre.org.uk)

-The Closing date for applications is **Friday 23 February 2018 at 5.00 pm.**

-Shortlisted candidates will be contacted by email.

-Interviews will take place in the week commencing **5 March 2018** at the Centre.

Please note that in line with Home Office regulations we are required to carry out the appropriate checks of a candidate's right to work in the UK. Accordingly if you are shortlisted and attend for interview you will be required to produce at interview your full Passport and other relevant documents such as Biometric Resident permit, Application Registration and Residence Card. We will retain copies of these documents.

We look forward to receiving your application.

Richard Parker  
Chairman St Cuthbert's Centre