

Charity Trustee with Administration Experience

The voluntary Management Committee is responsible for the Scheme's operation. A manager, two assistant managers (1 FTE), and an administration assistant are employed to run the service. The service is provided by about 40 Care Attendants (all part time, mostly employees, a few volunteers).

The Management Committee currently consists of 8 people. It meets on the first Monday of each month at 7pm in a meeting room at Biggart Hospital, Prestwick (where the office is located). There are four sub-committees which also meet monthly.

There is a vacancy for someone with Administration experience to join the Management Committee and to serve on the sub-committee which supports the scheme's manager with advice on administration policies and procedures.

To apply, or to obtain more information, please contact:

Anne Symington (Manager)
Via the Mail form link on our Vacancies Page

Alternatively call 01292 671331