

## **Job Opportunities at Aspiring Futures CIC (women only applicants)**

Aspiring Futures is a not for profit Community Interest Company. We believe in social inclusion, cultural diversity and improving the quality of life of women through lifelong learning, health awareness mental health support and social connectedness. We aim to develop the capacity and skills of women from socially excluded and economically disadvantaged groups and aim to raise awareness so that they are better able to identify and access opportunities.

### **Office Manager**

**Salary:** £23,660 per annum (35 hours a week)

**Tenure:** Fixed term contract (ending on 31<sup>st</sup> December 2025)

**Job Summary:** We seek an experienced, diligent and systematic person to manage the general operations of the Company, to organise and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and safety.

### **Employability Coordinator**

**Salary:** £25,480 per annum pro rata (30 hours a week)

**Tenure:** Fixed term contract (ending on 31<sup>st</sup> December 2025)

**Job Purpose:** To provide leadership, set goals and ensure the employment support, training and financial inclusion programme and services are managed effectively; have responsibility for the day to day running of the various projects, including staff supervision, recruitment of volunteers, organisational development, budget and performance management.

Deadline for applications: Friday 6<sup>th</sup> September 2024 by 4pm

Interviews will be held from week commencing Monday 16<sup>th</sup> September 2024.

Contract to start on and from Monday 7<sup>th</sup> October 2024 (negotiable)

To request a job application pack please contact us on:

01902 458 770 or 07557 667 609

[admin@aspiring-futures.co.uk](mailto:admin@aspiring-futures.co.uk)

Aspiring Futures CIC

The Saplings (by Windsor Nursery School) Parkfield Road, Wolverhampton WV4 6EL

[www.aspiring-futures.co.uk](http://www.aspiring-futures.co.uk)