



The House - 11 Belgrave Road,  
Macclesfield, SK11 7TW

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## Job Opportunity

# Youth & Community Administrator Internship

**Closing Date: Friday 15<sup>th</sup> January 2021**

**Shortlisting: Monday 18<sup>th</sup> January 2021 with candidates informed**

**Telephone/Zoom Interview: Wednesday 20<sup>th</sup> January 2021.**

**Final Interview for final candidate via zoom with Rank Foundation 13.30  
1<sup>st</sup> February 2021.**

### Salary & Hours

£9.50 an hour

37.5 hours per week

### In Partnership with



### Description

We are looking to appoint an intern to support the administration functions of Cre8's various projects. This is a varied role, within a small dedicated team, we pride ourselves on working in our community and seek a motivated individual who can work on their own and as part of a team to meet shared objectives. The successful candidate will support the Director and wider team, including supporting Finance and Human Resources projects, and developing administration support across all our projects.

The role is for 37 ½ hours a week; the Salary is £9.50 an hour. Holidays are pro-rata based on full time allowance of 30 days a year inclusive of all bank/public holidays. We are looking for an intern who shares our vision and values and comes with the passion and creativity to see them worked out in all that we do at Cre8.

The ideal candidate will have strong communication skills, excellent inter-personal skills and a willingness to support the wider staff & volunteer team in the administration for all our projects. Please note this role involves working with vulnerable children and you will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

## Further information

Application forms and a full Job description can be emailed, please contact [info@cre8macclesfield.org](mailto:info@cre8macclesfield.org)

or you can contact Ameera Fletcher for an informal chat on 01625 503740

Closing date for applications: **Friday 15<sup>th</sup> January at 5pm.**

Please return all applications to: [info@cre8macclesfield.org](mailto:info@cre8macclesfield.org), Cre8 House 11 Belgrave Road, Macclesfield SK11 7TW.

Please note this role is funded by The Rank Foundation; Time to Shine Leadership program. Time to Shine provides paid opportunities within the charity sector for people experiencing underemployment, while simultaneously addressing gaps in skills and capacity both within individual charities and the wider social sector. The National Lottery funding will enable the programme to roll out across the UK, increasing the number of individuals and organisations eligible for the programme and allowing it to be better tailored to specific operational and business development challenges faced by small and medium-sized charities.

**This post is entirely dependent on a successful 2<sup>nd</sup> interview with the Time to Shine Leadership Programme Team on 1<sup>st</sup> February 2021 at 13.30.**

Cre8 is a small but highly regarded Christian charity working in an at-times challenging neighbourhood in Macclesfield. We run several well-established projects in the neighbourhood. You can find out more here: [www.cre8macclesfield.org](http://www.cre8macclesfield.org)

Cre8 Macclesfield is a registered charity number 1147150 and a company limited by guarantee company no. 07737871