

## **Child Contact Centre Deputy Manager**

This is an exciting opportunity to become a key volunteer for the Child Contact Centre. The Child Contact Centre is a safe, friendly and neutral place where children of separated parents can meet their non-resident parent or family member. Acting as a deputy to the Child Contact Centre Manager, you will enable us to increase our capacity to support families and to enable children to safely meet non-resident parents. By joining us, you can help us make a difference to more families who are going through relationship breakdown.

You will have a significant role in running contact sessions fortnightly on Saturdays (around 8am to 1pm). Whilst this will often be in partnership with the Centre Manager, there will also be times when you take sole responsibility for these sessions (for example to cover holidays). You will also have the chance to be involved in recruiting, training and overseeing volunteers, and to undertake referrals and assessments during the week.

We're looking for someone who is enthusiastic about supporting vulnerable people. You will be committed to the Christian values underpinning The Vine and will be passionate about reaching out to families, children and individuals who are affected by relationship breakdown. You will have experience of working with children or families and you will need to be available for fortnightly volunteering on Saturday mornings plus occasional evenings. We will provide you with full training with our professional partners NACCC, and will cover reasonable expenses including the use of a mobile phone for calls relating to the Centre.

If you're interested, contact us for an informal discussion. We can send you a more detailed role specification. We'll ask you to send us a CV and brief covering letter explaining why you'd like to be considered. We will interview suitable candidates so we can provide you with more information and to ensure you're right for the role.

If you have questions or would like to apply, we'd love to hear from you. Please contact Elaine Sadler (Centre Manager) 07435788837 if you would like to discuss the role further.

All applications are to be sent to: [info@thevineleeds.org](mailto:info@thevineleeds.org)

Applications close on Friday 18 November 2016 with interviews taking place the week commencing Monday 21 November 2016.