



JOB VACANCY – Befriending Service Manager

Where: Waltham Forest Community Hub
18a Orford Road
London E17 9LN

Hours: 28 hours weekly – Four days 9.30am to 5pm.

Salary: £30,000 FTE pro rata

Location: Walthamstow

How to apply: For more information call 020 8223 0707. To apply please email your CV and covering letter to sandra@wfchub.org. Our shortlisting criteria will be based on the person specification, please ensure your CV/covering letter gives us a good indication of how you meet the person specification and what difference you will make to our charity.

Closing date: Friday 29th July 22 5pm

Interviews: W/c 8th August

Waltham Forest Community Hub is a charity that provides support to local young people aged 11 to 21 years and senior citizens. We also offer telephone befriending; a lunch club for seniors citizens; a community coffee morning and a housing advice service for the residents of Waltham Forest. We also have a beautiful community building for hire. This year we are 17 years old and are going from strength to strength.

This is a very exciting time for our charity. We have grown recently and our befriending services have expanded. We are looking for that special someone to manager our befriending service to deliver excellence and promote the service and take it to the next level.

If you are an experienced manager/team leader with experience managing befriending services or have relevant transferrable skills/experience then this could be the role for you. You will have experience working with vulnerable people of all ages including those with mental health needs. You will also have strong administrative skills and will lead by example. Speaking community languages would also be helpful.

You will work as part of a small team of passionate individuals and we strive to deliver amazing services. We are a strong team and support each other, we also have fun and love what we do.

Are you that special person ready to join our passionate and talented team? If you are looking for a new challenge and would like to chat further about the role, call Sandra on 020 8223 0707. See job description and person specification for more information.