



Please feel free to share this vacancy with your colleagues, family, and friends
– all information is below.

Twinkle House is a renowned and respected organisation for providing amazing facilities that are fully accessible and because of this we can confidently say that we are open to and welcoming of everyone – with or without any visible or invisible additional needs.

Twinkle House is delighted to be able to recruit for a Centre Coordinator. This is a new role within the organisation and will take over the daily operations of Twinkle House Centre. The Centre Coordinator will report directly to and work closely with the Centre Manager. This new role will be a key element in ensuring the smooth running of the Centre and you will act as the main driver to implement and coordinate current and emerging programmes / offers along with enhancing customer experience. When required you will be expected to deputise for the Centre Manager and effectively communicate with the Board of Trustees as appropriate.

The Centre Coordinator will be an engaging and positive leader who can lead effectively and delegate responsibilities. You will understand that staff teams are your greatest asset and that their development is crucial to the organisation. You will be able to demonstrate a proven record of accomplished working in a senior role, with an understanding of both the difficult and demanding issues that a busy organisation such as Twinkle House can encounter. It is essential that you have direct line management experience. This role will also be responsible for ensuring all policies and procedures are up to date along with Health, Safety and Safeguarding requirements which are critical to the organisation.

Ideally you will be qualified to Degree or NVQ Level 4 in a professional capacity. However, we also recognise that experience will play a vital part in the successful recruitment of this position, and we would also like to attract candidates with at least 3–5 years' experience in a similar role who may not have these formal qualifications. This role will demand a multi skilled individual who has carried out tasks that include line management of staff and volunteers as well as overseeing all programmes and seasonal events.

Our ideal candidate must demonstrate a combination of warmth, effective communication, and organisational skills.

Please note this position will require an Enhanced DBS check before any appointment is confirmed.

If you would like to discuss the position informally then please contact Deirdre Mitten, Centre Manager on 07515 494 037.

To request an application form and copies of the job description and person specification please email enquiries@twinklehouse.co.uk

PLEASE NOTE: CVs are not accepted and only completed application forms will be considered.

Job Details

Job Title: Centre Coordinator
Reporting to: Twinkle House Centre Manager
Hours: 28 hours per week
Salary: £28,226 NJC SO1 Pt 23 as per 2021/22 NJC pro rata + 6% Pension contribution
Contract: Permanent
Closing Date: Wednesday 22nd March 2023 – 12noon
Shortlisting: Tuesday 28th March 2023
Interview Date: 3rd April 2023 and will be held at Twinkle House.

Kind regards

Deirdre Mitten

Centre Manager

Twinkle House Wellness and Sensory Centre

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East Gillibrands

Skelmersdale

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