

GAVS exists to provide a strategic leadership role in representing and building the capacity of the voluntary, community and faith sector in the London Borough of Greenwich.

**We currently have the following position available:**

**Voice and Information Officer**

35 hours per week

£24,633-£27,884 (& 3% pension contribution) for 35 hours per week on a fixed term contract for a year and a half

Key skills and experience required include:

- At least 2 years experience of working with or in public sector bodies at a variety of levels
- Successful experience of working with and influencing key stakeholders
- Able to use a range of IT programmes including Word, Excel, Outlook, Twitter and Facebook and quickly adapt to unfamiliar programmes

**Closing date:** Friday 6<sup>th</sup> January 2012, 5pm

**Interviews:** 19<sup>th</sup> and 20<sup>th</sup> January 2012

Application packs can be downloaded from this GAVS website: [www.greenwich-cvs.org.uk](http://www.greenwich-cvs.org.uk)

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