



Letchworth Educational Settlement

Meet, Learn, Create!

The Settlement is a 100 year old organisation based in the middle of the world's first Garden City. You will work in a unique Grade II listed building, the old Skittles Inn, built in 1907, which has been a centre for adult education since 1920.

We are a registered charity, providing a wide range of courses, workshops and events to the local community. As we move into our second century, we are looking for a new Manager with the vision, skills and energy to help us deliver a bright future for the Settlement, and work at the very heart of our organisation.

The Manager should have a love of and commitment to adult education, community development and the arts, with the energy, vision and skills to help us develop and grow our current offer. The Manager is responsible for all aspects of the efficient and effective running of the Settlement, which includes the management of our varied programme of educational courses, workshops and lectures, as well as events and hiring of rooms. The Manager works with, and reports to, the Settlement's Management Committee.

The Manager is 'the face' of the Settlement and this post offers an excellent opportunity to make a personal contribution to a unique organisation. There is a huge amount of scope to make the role your own, and to bring new ideas and a fresh outlook. We are looking for a candidate who is both keen to join our community, and excited at the opportunity to leave their mark upon it.

The full job description and application form are available on the Settlement's website or by contacting secretary@letchworthsettlement.org.uk. Completed forms should be emailed to chair@letchworthsettlement.org.uk

Salary: £29,000 - £32,000 p.a. for a 40 hour week with a 30 minute paid daily lunch break

Closing date: Tuesday 14 December

Interviews will take place in the first two weeks of January.

**229 Nevells Road
Letchworth Garden City
SG6 4UB**

Registered Charity Number: 311085