**Voluntary Action Islington**

*Working for a fairer Islington by supporting community and voluntary action*

**Resource Centre Manager**

*(SALARY 28k-32k per annum (depending upon experience)*

**Who we are**

Voluntary Action Islington (VAI) is the umbrella body for Islington’s diverse voluntary and community sector and promotes social action through volunteering in the Borough.

We put equality and social justice at the heart of all we do because we are passionate that everyone in our community has the best possible opportunities to succeed in life.

**Our work**

* We support the development of local charities and community groups that are providing essential services to Islington residents. VAI works with over 500+ voluntary and community organisations based or working in Islington. Our support includes providing information, advice, assistance and training for the staff, volunteers and trustees of local charities and community organisations
* We build community connections through our Volunteer Centre by providing a borough-wide volunteer brokerage service – connecting local people to local volunteering opportunities.
* We represent the interests of the voluntary and community sector to our partners in the public and private sectors.
* We work in partnership with Islington Council and other public sector partners on key areas such as community safety, promoting health and wellbeing and reducing inequality and poverty.

**Our Resource Centre facilities and location**

We offer a friendly working environment (desk space) as well as conferencing, training and meeting room facilities for charities, social enterprises and private companies at our King’s Cross office which is also the location of Islington Volunteer Centre.

VAI is seeking a new Resource Centre Manager

* To manage the facilities provided at Voluntary Action Islington’s Resource Centre to ensure consistently high standards of service
* To manage relationships with organisations hosted at the Resource Centre and external users of our conference, training and meeting room facilities
* To provide support to Voluntary Action Islington’s core operational functions: capacity building and volunteering support services.