



## Community Food Initiatives North East (CFINE)

**Job Title:** Administrative Assistant

**Salary** £12 per hour

**Contract:** Fixed Term until March 31<sup>st</sup> 2025

**Hours:** 16 hours per week

**Location:** CFINE, 2-4 Poynerook Road, Aberdeen AB11 5RW.

**Responsible to:** The Support, Advice, Financial, and Education (SAFE) Senior Development Worker and the SAFE Team Manager

**Purpose:** This post is a supporting and administrative role, supporting the SAFE team; coordinating meetings and events; inputting new referrals, managing the email inbox; and managing and dealing with enquiries.

**CFINE operates to cooperative, or 'Community Development,' principles which underpin and permeate the organisation and its activities. The ethos and values are:**

- ***inclusion, dignity, and respect.***
- ***equality of opportunity.***
- ***collaboration and partnership.***
- ***mutuality and reciprocity.***
- ***recognising that everyone has something to offer.***
- ***those affected by an issue should be integrally involved in solutions; and***
- ***enterprising.***

**Our Vision** is of *'communities where everyone can reach their full potential in life.'*

### Applying?

To apply, please request an application form for this post by emailing [sleys@cfine.org](mailto:sleys@cfine.org) Complete and return your application and a letter stating why you are suitable for this post, to Sam Leys, Business Development Manager, Operations, 2-4 Poynerook Road, Aberdeen, AB11 5RW or by email to [sleys@cfine.org](mailto:sleys@cfine.org) – Closing date: Noon, October 9th 2024

**Please note, that a full job description will be sent upon request for an application form.**