

Recruitment

Position: Centre Director

ICA is recruiting a dynamic and forward-thinking individual to be the **Centre Director** to lead the staff team and further develop ICA as a Centre of Excellence.

About ICA

Established in 1986, Islington Chinese Association (ICA) Is a leading London-Based Chinese Charity Organisation, promoting social cohesion across the UK. We provide wellbeing, cultural and social activities to all races and ages.

KEY RESPONSIBILITIES

- Overall responsibility for the effective and efficient management of the Centre
- Work directly with Board of Trustees for managing change, growth and performance of the Centre

PERSON SPECIFICATION

Essential:

- High degree of accountability and personal integrity
- Proactive self-starter with proven leadership skills and decision making
- Fluent in both written and spoken English and Chinese
- Experience of financial management of an organisation
- Good at relationship building and managing staff
- Good at communicating comfortably and effectively with a range of people and highly motivated to help those in need
- Able to work flexi-hours, including weekends and/or after office hours

Desirable:

- Previous experience of working in local communities or the third sector
- Educated to degree level or equivalent experience
- IT literate
- Trilingual – fluent in English, Cantonese and Mandarin

Contract: Permanent Part time (3 days a week)

Salary: Annual Rate of £40,000 (pro rata)

Other benefit: Pension Scheme

Holidays: 17 days annually (3 days a week)

Location: **Islington Chinese Association, 21 Hatchard Road, London,
N19 4NG**
Accountable to: **Board of Trustees**

If you are interested, please send your CV with a covering letter to
vicechair@islingtonchinese.com

Shortlisted candidates will be invited to attend a physical interview and a written test at ICA.

Closing date for application: 30 Nov 2024