



Gateshead Voluntary Organisations Council (GVOC) would like to appoint a highly skilled part time Administration and Information Officer to support the Gateshead Advocacy & Information Network (GAIN)

We are seeking a person with very good communication skills to maintain and develop the GAIN website and database, produce the GAIN newsletter and leaflets, organise meetings and events and to undertake general office duties including minute taking. Working 14 hours per week over two full days (days to be confirmed)

Salary Scale 5: £19,621 per annum pro rata, this is a fixed term contract until 31st March 2011

Closing date for applications: 12.00 noon Friday 23rd July 2010
Interviews scheduled for: 6th August 2010

For information and application pack contact:
GVOC,
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www.gvoc.org.uk

GVOC is an equal opportunities employer
Charity Number 510764