



## Job Vacancy: Operations Manager

1-2 days per week (8-16 hours) with room for development  
salary: SCP 14-25 (15,725-21,519) pro rata

Pure Creative Arts (Pure) exists to see young people set free and released to discover their full potential. We are looking for a motivated, organised and highly professional individual to oversee Pure's Operations department and ensure the effectiveness and excellence of Pure's various services and departments. This individual will oversee accounting, invoicing, data entry, licensing, policies & procedures, insurance & rental agreements, office management, advertising, as well as other operational areas, alongside support from the Director & Treasurer.

From September 2014, any newly employed Pure Creative Arts staff will work towards raising some salary costs in personal support and developing a team of partners to support their work within PCA. We would be looking for someone who has a positive attitude towards this requirement, given support and training. There is an occupation requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.

Closing date for applications 8th October & interviews from 13th October 2014

For an application form / to find out more, please email or visit

[joy.farrington@purecreativearts.co.uk](mailto:joy.farrington@purecreativearts.co.uk) [www.purecreativearts.co.uk](http://www.purecreativearts.co.uk)