

# Job Advert



## Customer Services & Safety Officer

**1 year Fixed Term FTE (with potential to extend)**  
(37.5 hours per week Mon – Fri with occasional out of hours working)

**£23,400 – £27,124**  
Depending upon skills & experience

**Based in Aylesham, Dover**

## The Role

This is an exciting opportunity to join the Aylesham Community Trust (ACT) as we progress our ambitious programme of growth and change. Our plans will unlock new types of support and opportunities for communities in the rapidly growing village of Aylesham and the surrounding areas. We are looking for someone to become our Customer Services and Safety Officer and help us drive our ambitious plans forward. This is a busy and varied role that delivers important tasks across key areas of our day-to-day operations such as Customer Services, Health and Safety, Contractor Management and Facilities Management.

We are looking for someone who is a strong team player who likes to work in a collaborative way. You should enjoy working with all kinds of people. We believe this role would be well suited to someone who is a good multi-tasker, self-motivated, energetic, honest and hardworking. The role will require you to possess excellent reading, writing and verbal communication skills and be competent in using Word, Outlook and Excel. You must have excellent attention for detail and be well organised and a confident problem solver. In return, ACT offers you a rare chance to become part of a friendly and hardworking team in a role that has the potential to develop. This role also presents the opportunity to work within a vibrant and lively local community and offers the reward of being able to see and feel the positive impact of your work on a daily basis.

### Other information:

This post requires the post holder to have the right to work in the UK.

The Trust actively encourages equality and diversity, and we look to recruit across age, gender, ethnicity and background as we believe diversity makes us stronger.

- This role is site based at The Aylesham Community Trust
- This role is offered as a 1 year Fixed Term contract which includes a probation period of 6months. There is good potential to extend the length of this contract.
- Free parking on site
- We operate a flexi time & toil system
- Opportunities to WFH on occasion
- Casual dress (any required PPE will be provided)
- Pension

**To Apply:** Email [info@aylesham.org.uk](mailto:info@aylesham.org.uk) and request the application pack or visit our website [www.aylesham.org.uk](http://www.aylesham.org.uk) and visit the News page to download the pack and make an online application.

**Closing date for applications: Friday 11<sup>th</sup> October**