



## Parent & Child Project Manager

Would you like to help Women and Work deliver an important training project in Milton Keynes?

Would you like to work for a vibrant, successful voluntary organisation that is renowned for the high quality of its training and client support?

**We are seeking a solutions focused Project Manager.**

You will have a 'can do' attitude and be able to work on your own initiative and as part of a team. Your ability to build relationships with a wide range of people will be key to your success in this role.



This project is funded by the Big Lottery Fund and delivered in partnership with the Living Archive. It offers interesting, supported training for parents and their children to gain computing and communications skills, whilst improving their relationships and aspirations.

**20 month contract (20 hours a week @ £21,280 p.a. pro-rata)**

Please phone Janice Jones for an application pack on 01908 200186 or email: [j.jones@womenandwork.co.uk](mailto:j.jones@womenandwork.co.uk)

Informal chat? Ring Rachel on 01908 200186 or email: [r.owen@womenandwork.co.uk](mailto:r.owen@womenandwork.co.uk)

**CLOSING DATE FOR APPLICATIONS IS: 3<sup>rd</sup> March 2008**

**INTERVIEWS WILL BE HELD ON: 7<sup>th</sup> March 2008**

**Temporary Training and Development Manager** (10hrs a week - minimum 3 months)

We are also seeking a temporary Training and Development Manager to cover long-term sick leave. This role is to deal with the management, recruitment and development of training courses for clients for multiple projects. The successful applicant will be enthusiastic, have excellent interpersonal and organisational skills, be able to communicate with a wide range of people. Previous experience of the role will be essential.

Please contact Janice Jones on 01908 200186 or email: [j.jones@womenandwork.co.uk](mailto:j.jones@womenandwork.co.uk) to register your interest.

**NO AGENCIES. NO CVs.**

Milton Keynes Women & Work Group is an equal opportunities employer.

[www.womenandwork.co.uk](http://www.womenandwork.co.uk)

