

# The **HAVEN** - facing the future together

**Job Title:** The Haven Sustainability Co-ordinator

**Hours:** Full time (35 hour/week) or Part time (28 hours/week) by agreement.

**Salary:** £32,373 - £35,033 (FTE) per annum, depending on experience, part time pro rata.

**Contract:** Temporary Contract 2 years, with potential for continuation subject to funding.

The Sustainability Co-ordinator post offers the potential for a **highly motivated individual** to work on the next crucial phase of the development and sustainability of Haven services across Lanarkshire. Aligning with the Haven's 5 sustainability approaches; *Involvement, Innovation, Impact, Improvement, Income*; the role requires strong collaborative approaches and will be instrumental in **ensuring the immediate and longer term achievement of organisational outcomes and sustainability**. A strong understanding and knowledge is required of: national and local health and social care policy; the Lanarkshire Health and Social Care and third sector landscapes; and the health and wellbeing needs of Haven client groups. The ability to critically analyse this information and translate this knowledge into effective communications with and applications to trust and grant funders, is a key competence, as is the ability to engage with a wide range of key stakeholders. In addition, the competencies and skills to build, maintain and develop strong monitoring/evaluation frameworks is also key.

For further information about The Haven and to download a full job description please visit our website [www.thehavencentre.com/workwithus](http://www.thehavencentre.com/workwithus)

Informal enquiries can be made by calling June Torley, Business Support Manager 01555 811846.

## **To Apply:**

Applications should be in the form of a skills based C.V, with a supporting letter demonstrating your suitability for the role to: June Torley, Business Support Manager Email: [recruitment@thehavencentre.com](mailto:recruitment@thehavencentre.com) or by post to The Haven, Blantyre Health Centre, Victoria Street, Blantyre, G72 0BS. Closing date: 12 noon Thursday 5<sup>th</sup> June 2025.

All applications will be assessed on receipt and candidates who are successfully shortlisted will be invited to attend a 1<sup>st</sup> stage interview. Date and time of interview to be mutually agreed. We reserve the right to close this vacancy at any time if sufficient applications are received.

## **Equality of Opportunity in Employment**

The Haven is an Equal Opportunities employer and all applicants for posts receive equal treatment irrespective of ethnic origin, gender, disability, religion, sexuality and age.

## **Privacy notice – job applicants**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.



**[www.thehavencentre.com](http://www.thehavencentre.com)**

01555 811846 | [info@thehavencentre.com](mailto:info@thehavencentre.com)

Correspondence Address: The Haven, Blantyre Health Centre, Victoria Street, Blantyre, G72 0BS

Registered in Scotland, Company Number: SC222783 Charity Number: SC032130

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please see our Privacy Statement [www.thehavencentre.com](http://www.thehavencentre.com) Or email us with the Subject "Data Protection Request".

### **Right to Work in the United Kingdom**

The Haven has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk).



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