

***Job Role: Deputy CEO***

***Salary: £35,500 per annum (FT)***

***Contract: Permanent***

***Hours: 35 hours per week (part time working will be considered)***

***Location: Hybrid- Level Trust Offices, Luton & Homeworking***

*Level Trust was formed in 2013 with the aim of providing children living in poverty with the essential items they need to access education. Following many years of dedicated service to the charity, our wonderful Deputy CEO is retiring. We are looking for an exceptional individual to provide stability during this period of change but someone who can also bring their own skills, attributes and individuality to the position.*

*We are a small but mighty team and a warm, welcoming and inclusive environment awaits whoever is appointed to the role. Working for Level Trust is hugely rewarding; every day you will be able to see, first- hand, the difference you are making to some of the most vulnerable children in Luton.*

*At Level Trust, we understand that work- life balance is very important. Where it is operationally viable, we offer a mixture of office and home- based working. We also operate a flexible approach to fulfilling your contracted hours. Put simply, you will be trusted and supported to manage your own workload in a way that works for your commitments at home as well as at work.*

**Closing date:** Saturday 31st December 2023 midday. We reserve the right to close applications before this date. Early applications are encouraged as interviews will be offered to suitable candidates prior to the closing date.

To apply for this role, please fill in the attached application form and return it to [hr@leveltrust.org](mailto:hr@leveltrust.org)

If you have any questions or you would like to arrange an informal, confidential chat with the CEO prior to submitting you application, please email [hr@leveltrust.org](mailto:hr@leveltrust.org) to request an appointment.

**Level Trust is committed to our responsibilities for safeguarding and promoting**

**the welfare of children, young people and vulnerable adults as outlined in**

**Working Together to Safeguard Children. We are committed to recruiting**

**candidates who share this commitment to safeguarding, and therefore we**

**apply robust recruitment and selection procedures to ensure that the people**

**selected are right for the job, and that all candidates are appropriately**

**screened prior to appointment.**