

# ADVERT



## **Part Time Executive Officer (BUSINESS MANAGER) £16k**

TRACKS autism a charity based in Stevenage is seeking to appoint a part time Executive Officer (Business Manager) to support the Trustees in the day to day running and strategic development of the organisation. This is a part time fixed term contract for 18 hours per week, flexible. The applicant will be required to apply for an enhanced DBS clearance and hold a current clean full driving license and have access to their own car.

Application Pack can be downloaded from our website. [www.tracks-autism.org.uk](http://www.tracks-autism.org.uk). Alternatively phone 0300 1231913 or email [monica.chetal@tracks-autism.org.uk](mailto:monica.chetal@tracks-autism.org.uk) to be sent an Application pack.

Closing Date for Applications to be received is midnight on Tuesday 5<sup>th</sup> July.

**Funded by the Cabinet Office's Local Sustainability Fund and delivered by the Big Lottery Fund.**



TRACKS autism  
Reg Charity No. 1107257  
Co Ltd by Guarantee. 05156359  
Osfted. EY465394