



# Action Halifax

## *“Investing in our Town”*

Action Halifax supports a wide range of activity to build on what Halifax has to offer its residents, workers, businesses and visitors.

### EMPLOYMENT OPPORTUNITY FOR A RECRUITMENT CO-ORDINATOR (FREELANCE)

Term: 6 months (part time)

Remuneration: £10,000 budget available (awarded through tendering process)

Action Halifax has recently been awarded a Government Office contract to manage the Future Leaders Programme which aims to help develop individuals who face barriers to become managers and leaders of the future.

Due to the tight deadlines involved we seek a motivated and enthusiastic individual on a freelance basis to support the recruitment and induction of participants onto the programme. The role may also involve some work in relation to setting up work placements.

The deadline for submitting completed tenders will be 12.00 noon on Friday 21<sup>st</sup> July 2006. Interviews will take place week beginning 31<sup>st</sup> July 2006.

If interested, please contact Action Halifax for an applicants pack.

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*A company limited by guarantee, operating through a voluntary Board on a not for profit basis.*

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