

# Western Dales Bus



## Require an Operations Manager 18 hours per week Salary negotiable Home based

Western Dales Bus is a registered charity, established in 2013 to reduce social isolation by providing community bus services. We operate in the Sedbergh, Dent, Garsdale, Kirkby Stephen and Brough areas, as well as some private hire services to charities. We are run by volunteers, and are now looking for a part-time manager.

The work will include:

- Keeping our bus services running
- Managing a team of 25-30 volunteers
- Communicating with the public
- Keeping records and providing reports

We are looking for someone who

- Has good people and management skills
- Is well organised and can work independently
- Has high levels of numeracy, literacy and IT skills
- Is a good communicator
- Is willing to undertake training to learn new skills

Contact Neil Cleeveley at [neilcleeveley@gmail.com](mailto:neilcleeveley@gmail.com) for an application pack or call him on 07786 084411 for an informal discussion and further details.

Closing date for applications: 16 October 2020