

The Tara Centre is a leading Registered Charity, governed as a Company Limited by Guarantee, and based in Omagh, Co. Tyrone. Throughout its twenty-six-year history of service to the community, it has delivered a wide range of holistic healing interventions including a variety of educational programmes, *“in the service of healing, peace and holistic wellbeing”*.

**We now wish to fill the post of:**

**COORDINATOR OF SUPPORT SERVICES**

The Coordinator of Support Services will play an important role in managing the day-to-day running of the Tara Centre, providing administrative and financial leadership in support of the General Manager and the Board of Directors. The Coordinator of Support Services is a member of the Centre’s Senior Management Team. This post is part-funded by the Mental Health Support Fund.

**FOR FURTHER INFORMATION AND TO OBTAIN AN APPLICATION PACK, PLEASE VISIT OUR**

**WEBSITE**

[**www.**](http://www.recruitment) **@taraomagh.com/jobs**

Completed Application Forms and documentation must be returned as follows:

* **Electronically completed application forms and documentation** should be forwarded to: **recruitment@taraomagh.com**

**OR**

* **Hard copies of application forms and documentation** should be sent to:

**The Company Secretary, Tara Centre, 11, Holmview Terrace, Omagh, BT79 0AH**

**Tara Centre wishes to fill the Coordinator of Support Services** **post as soon as possible. Applications will be screened within a reasonable timeframe and shortlisted candidates will be contacted for interview. The vacancy will close when a successful candidate has been identified. Interested candidates are encouraged to apply without delay.**

**CANVASSING WILL AUTOMATICALLY DISQUALIFY**

 **The Tara Centre is an Equal Opportunities Employer**