

Coordinator

20 hours per week

£16,000-£19,000 pro rata
(fte 40h) 1 year fixed term contract

Good Neighbours service operating throughout Southampton.

Registered Charity No. 1110427

**Do you have excellent communication and computer skills?
Are you caring, flexible and able to work with a wide range
of people? If so, you could be just the person we're seeking.**

COMMUNICARE is a church supported social outreach charity working across the city. We seek to serve the vulnerable in our communities by providing practical help and friendship for people living in the city of Southampton. The charity links local volunteers to people in need, offering a variety of practical help and emotional support. Communicare is an equal opportunities employer.

As a Coordinator you will:

- Induct & support volunteers
- Manage referrals
- Match volunteers with clients
- Maintain primarily computer based records
- Assist with acquiring feedback from stakeholders
- Staff office opening hours on a rota system
- Assist with organising and delivering events

For details visit: www.communicareinsouthampton.org.uk

Please send a CV & cover letter to:

Annie Clewlow, Communicare in Southampton
Voluntary Action Centre, Kingsland Square
St. Mary's, Southampton, SO14 1NW



Or email to: manager@communicareinsouthampton.org.uk

Closing date for applications: **Monday 18th February 2019**