

## Projects Leader

30-40 hours per week

£23,000—25,000 pro rata

1 year fixed term contract

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**Do you have excellent leadership, organisational, 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 and around 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 Projects Leader, you will:**

- Lead the development of extended services to support vulnerable members of the community
- Establish and maintain good standards and practice
- Network to extend and develop partnership working with other organisations
- Develop and maintain primarily computer based records
- Contribute to recruitment & support of volunteers
- Design and deliver evaluation and monitoring of the projects
- Oversee the day to day delivery of the projects

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For details visit: [www.communicareinsouthampton.org.uk](http://www.communicareinsouthampton.org.uk)

**Please send a CV & cover letter to:**

Annie Clewlow

[manager@communicareinsouthampton.org.uk](mailto:manager@communicareinsouthampton.org.uk)

Closing date for applications: **Monday 15th April**