

Good Neighbours service operating throughout Southampton.

Registered Charity No. 1110427

Coordinator

20—40 hours/week
negotiable, term time only hours could be considered

£17,500-£20,000 pro rata
(fte 40h) 1 year fixed term contract
28 days leave pro rata (including bank holiday allowance)

Do you have excellent communication and IT 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.

As a Coordinator you will join the team to:

- **Recruit, induct and support volunteers**
- **Manage referrals**
- **Match volunteers with service users**
- **Maintain primarily computer based records**
- **Assist with acquiring feedback from stakeholders**
- **Staff office opening hours on a rota system**
- **Supporting ongoing partnerships with other organisations**

For details and to complete the application process visit:
www.communicareinsouthampton.org.uk

Closing date for applications: **Friday 6th November at noon**

Interviews will be held in person and on Zoom between
Wednesday 11th November—Tuesday 17th November 2020