

Good Neighbours service operating throughout Southampton.

Registered Charity No. 1110427

Assistant Coordinator

25hours/week

Kickstart Scheme

(see details below)

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 Assistant Coordinator you will join the team to help with:

- Recruiting, inducting & supporting volunteers
- Managing referrals
- Matching volunteers with service users
- Maintaining primarily computer based records
- Acquiring feedback from stakeholders
- Staffing 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: **Saturday 31st July at noon**

Interviews will be held in person and on Zoom between

Monday 2nd—Wednesday 4th August 2021

As a Kickstart vacancy please note that this post is:

6 months in length on minimum wage

Applicants must be:

18 to 24 years of age and on Universal Credit