

Good Neighbours service operating throughout Southampton.

Registered Charity No. 1110427

## Lead Coordinator

**30—40 hours/week** negotiable

**Up to £20,500 pro rata (fte 40h)** 1 year fixed term contract

**Do you have excellent organisational, analytical and communication 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 Lead Coordinator you will join the team to guide and deliver on:**

- Recruiting, inducting & supporting volunteers
- Managing referrals
- Matching volunteers with service users
- Managing primarily computer based records
- Ensuring ongoing monitoring of services
- Acquiring and analysing feedback from stakeholders
- Supporting ongoing partnerships with other organisations

For details and to complete the application process visit:  
**[www.communicareinsouthampton.org.uk](http://www.communicareinsouthampton.org.uk)**

Closing date for applications:

**Wednesday 13th October 2021 at noon**

Interviews will be held in person and on Zoom during week beginning Monday 18th October 2021