

Good Neighbours service operating throughout Southampton.

Registered Charity No. 1110427

## Coordinator

**25—40 hours/week**  
negotiable, term time only considered

**£19,820 pro rata (fte 40h)**

1 year fixed term contract

**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 of Southampton. We seek to serve the vulnerable in our communities by providing practical help and friendship for local people.

The charity links volunteers to those in need, offering a variety of practical help and emotional support.

### **As a Coordinator you will join the team to:**

- **Recruit, induct & 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**
- **Support 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: **Friday 4th February at noon**

Interviews will be held in person and on Zoom between  
Wednesday 9th —Tuesday 15th February 2022