

We're HIRING!

Communicare
in Southampton
...helping neighbours in need
Charity No. 1110427

20 hours a week

£12.71 hour

Initially 1 year fixed term contract

**Mainly based from our office in
Southampton**

Coordinator

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, offering practical help and emotional support.

As a Coordinator you will join the team to:

- **Recruit, induct & support volunteers**
- **Manage new introductions (referrals)**
- **Maintain primarily computer based records**
- **Staff office opening hours on a rota system**
- **Handle telephone calls**
- **Support ongoing partnerships with other organisations**
- **Support the team with organising and running events**

**For details and to complete
the application process visit:**

www.communicareinsouthampton.org.uk

**Closing
date for
applications:**

Noon on 1st June '26

**Interviews will
be held on:**

Wed 10th June

Preferred start date:

latest 20th July '26

