

Guidance to candidates applying for our Coordinator post May 2026

In the first instance we ask you to complete the online application form.

We will use this to carry out shortlisting soon after the deadline at noon on 1st June 2026

Outcomes will be sent as soon as possible by email.

Candidates who are invited through to the next stage of the recruitment process will be asked to provide a cv and cover letter with any additional information to help us in decision making, so we recommend having this ready to send through when requested.

The final shortlisted candidates will be invited to attend an interview at our office.

This will include:

- Practical task including use of IT
- An interview with a panel including members of the office team and a Trustee

The interview process will take place on Wednesday 10th June 2026.

We will be moving office at the end of May. We expect to be relocating to a site in the Freemantle/Shirley area however at time of writing, have yet to receive confirmation.

For the successful candidate, whilst there will be some flexibility about when the normal hours are timetabled, this will need to be within Monday – Friday, 8.30am – 5pm and will need to fit in with the existing team. This means that attendance currently requires attendance on a Friday. This can be discussed further at interview stage

The range of tasks to be regularly covered will be limited to a portion of all those shown in the job description. The coordinators work together as a team to ensure all tasks are appropriately completed. As part of the Coordinator role the team are all involved in handling telephone calls from service users, volunteers and general enquiries.

We hope this will help you to decide whether the role is for you!

If you have any questions please contact Annie Clewlow by email:

manager@communicareinsouthampton.org.uk or call 07857 650707

bearing in mind that Annie works part time and is often involved in meetings. Please do leave a message if necessary and she will get back to you.